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Employment Equity Act and Reporting Requirements

Canada

EMPLOYMENT EQUITY: INFORMATION PACKAGE

The Employment Equity Act requires federally regulated employers with 100 employees or more to implement Employment Equity and to report annually on their results.

This package was prepared by the Employment Equity Branch, Employment and Immigration Canada. It is provided to assist employers to meet their obligations under the Act, and contains the following items.

- A copy of the Employment Equity Act.
- Regulations and Schedules, including the forms that employers are required to submit (Schedule II).
- "Employer's Handbook: Reporting on Employment Equity", which explains how to fill in the Schedule II forms.
- Four Technical Reference Papers which further clarify Schedules I, II, III and IV.
- "Employment Equity - A Guide for Employers", which discusses the implementation of Employment Equity programs.

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A

AN ACT RESPECTING EMPLOYMENT EQUITY

Introduced in House of Commons June 27, 1985
Passed by the House of Commons April 23, 1986
Royal Assent June 27, 1986
Proclamation August 13, 1986

C-62

First Session, Thirty-third Parliament,
33-34-35 Elizabeth II, 1984-85-86

THE HOUSE OF COMMONS OF CANADA

BILL C-62

An Act respecting employment equity

AS PASSED BY THE HOUSE OF COMMONS APRIL 23, 1986

C-62

Première session, trente-troisième législature,
33-34-35 Elizabeth II, 1984-85-86

CHAMBRE DES COMMUNES DU CANADA

PROJET DE LOI C-62

Loi concernant l'équité en matière d'emploi

ADOPTÉ PAR LA CHAMBRE DES COMMUNES LE 23 AVRIL 1986

1st Session, 33rd Parliament,
33-34-35 Elizabeth II, 1984-85-86

THE HOUSE OF COMMONS OF CANADA

BILL C-62

An Act respecting employment equity

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

SHORT TITLE

Short title

1. This Act may be cited as the *Employment Equity Act*.

PURPOSE

Purpose of Act

2. The purpose of this Act is to achieve equality in the work place so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by women, aboriginal peoples, persons with disabilities and persons who are, because of their race or colour, in a visible minority in Canada by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

INTERPRETATION

Definitions

3. In this Act,

"designated groups" «groupes...»

"designated groups" means women, aboriginal peoples, persons with disabilities and persons who are, because of their race or colour, in a visible minority in Canada;

"employer" «employeur»

"employer" means any person who employs one hundred or more employees on or in

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1re session, 33e législature,
33-34-35 Elizabeth II, 1984-85-86

CHAMBRE DES COMMUNES DU CANADA

PROJET DE LOI C-62

Loi concernant l'équité en matière d'emploi

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, décrète :

TITRE ABRÉGÉ

Titre abrégé

1. *Loi sur l'équité en matière d'emploi.*

OBJET

Objet

2. La présente loi a pour objet de réaliser l'égalité en milieu de travail de façon que nul ne se voie refuser d'avantages ou de chances en matière d'emploi pour des motifs étrangers à sa compétence et, à cette fin, de corriger les désavantages subis, dans le domaine de l'emploi, par les femmes, les autochtones, les personnes handicapées et les personnes que leur race ou leur couleur place parmi les minorités visibles du Canada, conformément au principe selon lequel l'équité en matière d'emploi requiert, outre un traitement identique des personnes, des mesures spéciales et des aménagements adaptés aux différences.

DÉFINITIONS

Définitions

3. Les définitions qui suivent s'appliquent à la présente loi.

«employeur» "employer"

«employeur» Quiconque emploie au moins cent salariés au sein ou dans le cadre d'une entreprise fédérale au sens de l'article 2 du *Code canadien du travail*, ainsi que toute personne morale employant au moins cent

connection with a federal work, undertaking or business as defined in section 2 of the *Canada Labour Code* and includes any corporation established to perform any function or duty on behalf of the Government of Canada that employs one hundred or more employees, but does not include

(*a*) a person who employs employees on or in connection with a work, undertaking or business of a local or private nature in the Yukon Territory or the Northwest Territories, or

(*b*) a corporation that is a department as defined in the *Financial Administration Act*;

"Minister" *«ministre»*

"Minister" means

(*a*) the Minister of Employment and Immigration, or

(*b*) such member of the Queen's Privy Council for Canada as is designated by the Governor in Council as the Minister for the purposes of this Act;

"prescribed" *Version anglaise seulement*

"prescribed" means prescribed by regulations of the Governor in Council.

EMPLOYMENT EQUITY

Employer's duty

4. An employer shall, in consultation with such persons as have been designated by the employees to act as their representatives or, where a bargaining agent represents the employees, in consultation with the bargaining agent, implement employment equity by

(*a*) identifying and eliminating each of the employer's employment practices, not otherwise authorized by a law, that results in employment barriers against persons in designated groups; and

(*b*) instituting such positive policies and practices and making such reasonable accommodation as will ensure that persons in designated groups achieve a degree of representation in the various positions of employment with the employer that is at least proportionate to their representation

(i) in the work force, or

(ii) in those segments of the work force that are identifiable by qualification, eligibility or geography and from which

salariés et constituée pour l'accomplissement de fonctions au nom du gouvernement du Canada, à l'exclusion :

a) d'une personne qui emploie des salariés au sein ou dans le cadre d'une entreprise, d'une affaire ou d'un ouvrage de nature locale et privée dans le territoire du Yukon et les territoires du Nord-Ouest;

b) d'un établissement public assimilé à un ministère aux termes de la *Loi sur l'administration financière*.

«groupes concernés» *"designated..."*

«groupes désignés» Les femmes, les autochtones, les personnes handicapées et les personnes que leur race ou leur couleur place parmi les minorités visibles du Canada.

«ministre» *"Minister"*

«ministre» S'entend :

a) soit du ministre de l'Emploi et de l'Immigration;

b) soit du membre du Conseil privé de la Reine pour le Canada que le gouverneur en conseil désigne comme ministre responsable aux fins de la présente loi.

ÉQUITÉ EN MATIÈRE D'EMPLOI

Obligations de l'employeur

4. En consultation avec les personnes que les salariés ont désignées pour les représenter ou avec l'agent négociateur des salariés lorsque ces derniers sont représentés par un agent négociateur, l'employeur réalise l'équité en matière d'emploi par les actions suivantes :

a) détermination et suppression de ses règles et usages en matière d'emploi, non d'autre part autorisés par une règle de droit, dans les cas où ils font obstacle à la carrière de membres des groupes désignés;

b) instauration d'usages et de règles positifs et prise de mesures raisonnables d'adaptation pour que le nombre de membres de ces groupes dans ses différents postes soit au moins proportionnel à leur représentation :

(i) au sein de la population active,

(ii) dans les secteurs de la population active susceptibles d'être distingués en fonction de critères de compétence, the employer may reasonably be expected to draw or promote employees.

Plan of goals to be prepared

5. (1) An employer shall, in respect of each year, prepare a plan setting out

(*a*) the goals that the employer intends to achieve in implementing employment equity in the year or years to which the plan relates; and

(*b*) the timetable for the implementation of those goals.

Retention of plan

(2) A copy of a plan prepared under subsection (1) shall be retained by the employer at the employer's principal place of business in Canada for a period of at least three years after the last year in respect of which the plan is prepared.

REPORTS

Employer must file

6. (1) On or before June 1, 1988 and on or before June 1 of each year thereafter, every employer shall file with the Minister a report in respect of the immediately preceding calendar year containing information in accordance with prescribed instructions indicating, in the form and manner prescribed,

(*a*) the industrial sector in which employees of the employer are employed, the location of the employer and employees, the number of all employees of the employer and the number of persons in designated groups so employed;

(*b*) the occupational groups of the employer and the degree of representation of persons in designated groups in each occupational group;

(*c*) the salary ranges of employees and the degree of representation of persons in designated groups in each range and prescribed subdivision thereof; and

(*d*) the number of employees hired, promoted and terminated and the degree of representation in those numbers of persons in designated groups.

Certificate required on report

(2) A report under subsection (1) shall, in prescribed manner, be certified as to the accuracy of the information contained there-

d'admissibilité ou d'ordre géographique où il serait fondé à procéder à ses recrutements ou à l'avancement de ses salariés.

Plan de mise en œuvre et échéancier

5. (1) À chaque année, l'employeur élabore un plan énonçant :

a) les objectifs qu'il entend atteindre dans la réalisation de l'équité en matière d'emploi à l'égard de l'année ou des années auxquelles se rapporte le plan en question;

b) l'échéancier de mise en œuvre de ces objectifs.

Conservation du plan

(2) L'employeur doit, au moins durant les trois ans qui suivent la dernière année pour laquelle le plan visé au paragraphe (1) a été élaboré, garder une copie de ce plan à sa principale place d'affaires au Canada.

RAPPORTS

Rapport de l'employeur

6. (1) Au plus tard le 1er juin de chaque année à compter de 1988, l'employeur dépose auprès du ministre, pour la précédente année civile, un rapport, comportant les renseignements conformes aux instructions réglementaires et établi en la forme et selon les modalités réglementaires, qui donne les indications suivantes :

a) les branches d'activité de ses salariés, le lieu de son établissement et le lieu de travail de ses salariés, le nombre de ceux-ci et celui des membres des groupes désignés qui en font partie;

b) les catégories professionnelles qui composent son personnel et la représentation des membres de ces groupes dans chacune d'elles;

c) les échelles de rémunération de ses salariés et la représentation des membres de ces groupes figurant à chacune d'elles ou à chacune de leurs tranches réglementaires;

d) le nombre des recrutements, des avancements et des cessations de fonctions ainsi que, dans chaque cas, la représentation des membres des mêmes groupes.

Attestation d'exactitude

(2) L'exactitude des renseignements fournis dans le rapport visé au paragraphe (1) est attestée selon les modalités réglementaires.

in and the certificate shall be signed by the employer or, where the employer is a corporation, by a prescribed person on behalf of the corporation and under its seal.

Retention of records

(3) All records that are used in the compilation of the information included in a report made by an employer under subsection (1) shall be retained by the employer at the employer's principal place of business in Canada for a period of at least three years after the year in respect of which the report is made.

Offence

7. An employer who fails to comply with section 6 is guilty of an offence and liable on summary conviction to a fine not exceeding fifty thousand dollars.

Minister to send copy

8. The Minister shall, on the receipt of a report filed under section 6, send a copy thereof to the Canadian Human Rights Commission.

Consolidation of reports to be tabled in Parliament

9. The Minister shall in each year prepare a consolidation of the reports received in that year under section 6 and shall, as soon as possible thereafter but not later than the end of that year, cause the consolidation, together with an analysis thereof made by the Minister, to be laid before each House of Parliament.

Copies of reports available

10. Each report filed with the Minister under section 6 shall be available for public inspection at such places as may be designated by the Minister and any person may, on payment of a prescribed fee, not to exceed the costs of furnishing a copy, obtain from the Minister a copy of the report.

GENERAL

Regulations

11. The Governor in Council may make regulations

(*a*) defining, for the purposes of subsection 6(1), the expressions "salary", "hired", "promoted" and "terminated";

(*b*) describing persons who are considered to be members of any designated group;

(*c*) prescribing anything that is to be prescribed under this Act; and

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L'attestation est signée par l'employeur ou, dans le cas d'une personne morale, par son représentant désigné par règlement et sous son sceau.

Conservation des documents

(3) L'employeur doit, au moins durant les trois années qui suivent celle à l'égard de laquelle il a fait un rapport en application du paragraphe (1), conserver à sa principale place d'affaires au Canada tous les documents qui ont été utilisés dans la compilation des renseignements que contient le rapport en question.

Infraction

7. L'employeur qui ne se conforme pas à l'article 6 commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de cinquante mille dollars.

Copie à la Commission canadienne des droits de la personne

8. Le ministre fait parvenir à la Commission canadienne des droits de la personne une copie du rapport déposé en application de l'article 6 dès qu'il reçoit ce rapport.

Regroupement des rapports à déposer devant le Parlement

9. Chaque année le ministre regroupe les rapports visés à l'article 6 en un ensemble qu'il assortit d'une analyse. Il fait déposer ces documents devant chaque chambre du Parlement dans les meilleurs délais mais au plus tard à la fin de l'année.

Accès du public aux rapports

10. Le public peut consulter les rapports visés à l'article 6 aux lieux désignés par le ministre et en obtenir copie auprès de celui-ci contre versement d'un droit réglementaire n'excédant pas le coût de la copie.

DISPOSITIONS GÉNÉRALES

Règlements

11. Le gouverneur en conseil peut, par règlement :

a) pour l'application du paragraphe 6(1), définir «rémunération», «recrutement», «avancement» et «cessation de fonctions»;

b) spécifier des personnes qui sont réputées faire partie d'un groupe désigné quelconque;

c) prendre toute mesure d'ordre réglementaire prévue par la présente loi;

(*d*) generally for carrying out the purposes and provisions of this Act.

Guidelines

12. In order to provide employers with information that the Minister deems would be of assistance to employers in implementing the requirements of sections 4 and 5, the Minister may issue guidelines directed to employers pertaining to any of the matters referred to in those sections.

Review of operation of Act

13. (1) Five years after the coming into force of this Act, and at the end of every three year period thereafter, a comprehensive review of the provisions and operation of this Act including the effect of such provisions shall be undertaken by such committee of the House of Commons as may be designated or established by the House for that purpose.

Report on review to be tabled

(2) Within six months after the completion of the review referred to in subsection (1), the committee so designated or established for that purpose shall submit a report on the review to Parliament including a statement of any changes the committee would recommend.

COMING INTO FORCE

Commencement

14. This Act shall come into force on a day to be fixed by proclamation.

d) prendre toute autre mesure d'application de la présente loi.

Directives

12. En toute matière visée aux articles 4 et 5, le ministre peut établir, à l'intention des employeurs, des directives susceptibles, selon lui, de les aider à se conformer aux dispositions de ces articles.

Examen de l'application de la loi

13. (1) Cinq ans après l'entrée en vigueur de la présente loi, et à la fin de chaque période ultérieure de trois ans, un comité de la Chambre des communes désigné ou établi par la Chambre à cette fin procède à un examen complet des dispositions et de l'application de la présente loi ainsi que de leur effet.

Rapport : examen

(2) Dans les six mois suivant la fin de l'examen visé au paragraphe (1), le comité désigné ou établi à cette fin présente au Parlement un rapport concernant l'examen et exposant tous les changements qu'il peut désirer recommander.

ENTRÉE EN VIGUEUR

Entrée en vigueur

14. La présente loi entre en vigueur à la date fixée par proclamation.

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B

EMPLOYMENT EQUITY

REGULATIONS AND SCHEDULES

1986-1128
(SOR/DORS)

HER EXCELLENCY THE GOVERNOR GENERAL IN COUNCIL, on the recommendation of the Minister of Employment and Immigration, pursuant to subsections 6(1) and (2) and section 11 of the Employment Equity Act*, is pleased hereby to make the annexed Regulations respecting employment equity, effective August 13, 1986.

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* S.C. 1986, c. 31

1986-1128
(SOR/DORS)

EXPLANATORY NOTE

(This note is not part of the Regulations.)

These Regulations

(a) define for the purposes of subsection 6(1) of the Employment Equity Act the expressions "salary", "hired", "promoted" and "terminated";

(b) describe the persons who are considered to be members of designated groups;

(c) prescribe the instructions in accordance with which and the manner and form in which the information to be contained in a report filed pursuant to subsection 6(1) of the Act is to be indicated in the report;

(d) for the purpose of indicating the degree of representation of employees in an occupational group in a salary range, prescribe a quarter as a subdivision of a salary range;

(e) prescribe the manner in which reports are certified as to the accuracy of the information contained therein; and

(f) prescribe the person required to sign the certificate of accuracy on behalf of a corporation, where the employer is a corporation.

1986-1128
(SOR/DORS)

REGULATIONS RESPECTING EMPLOYMENT EQUITY

Short Title

1. These Regulations may be cited as the *Employment Equity Regulations*.

Interpretation

2. (1) In these Regulations,

"Act" means the *Employment Equity Act*; (*Loi*)

"designated CMA" means the census metropolitan area of a city referred to in Schedule I and illustrated in the Statistics Canada publication *Reference maps, Census metropolitan areas and census agglomerations*, published May 1982; (*RMR designée*)

"employment equity report" means a report that an employer is required to file under section 6 of the Act; (*rapport sur l'équité en matière d'emploi*)

"members of visible minorities" means persons who are, because of their race or colour, in a visible minority in Canada as described in paragraph 3(c); (*membres des minorités visibles*)

"Minister" means the Minister of Employment and Immigration; (*ministre*)

"permanent full-time employee" means an employee who is employed indeterminately to regularly work the full or standard number of hours fixed by the employer for employees in the occupational group in which the employee is employed; (*salarié permanent à temps plein*)

"permanent part-time employee" means an employee who is employed indeterminately to regularly work only a part of, or less than, the full or standard number of hours fixed by the employer for employees in the occupational group in which the employee is employed; (*salarié permanent à temps partiel*)

"reporting period" means the calendar year in respect of which an employment equity report is filed; (*période de rapport*)

"temporary employee" means an employee who is employed temporarily by an employer for any number of hours within a fixed period or periods totalling 12 weeks or more during a reporting period, but does not include a student in full-time attendance at a secondary or post-secondary institution who is employed during a school break. (*salarié temporaire*)

(2) For the purposes of subsection 6(1) of the Act,

"hired", in relation to an employee, means engaged by an employer during a reporting period; (recrutement)

"promoted", in relation to an employee, means permanently moved during a reporting period from one position or job in the employer's organization to another position or job that

(a) has a higher salary or a higher salary range than the salary or salary range of the position or job previously held by the employee, and

(b) ranks higher in the organizational hierarchy of the employer,

and includes a reclassification of the employee's position or job where the reclassified position or job meets the requirements of paragraphs (a) and (b); (avancement)

"salary" means remuneration paid for work performed by an employee in the form of salary, wages, commissions, tips, bonuses and piece rate payments, rounded to the nearest dollar, but does not include overtime wages; (rémunération)

"terminated", in relation to an employee, means retired, resigned or dismissed during a reporting period, but does not include laid off temporarily or absent by reason of illness, injury or a labour dispute. (cessation de fonctions)

Designated Groups

3. For the purposes of the Act,

(a) aboriginal peoples are considered to be persons who are Indians, Inuit or Métis and who, for the purposes of section 6 of the Act, identify themselves to an employer, or agree to be identified by an employer, as Indians, Inuit or Métis;

(b) persons with disabilities are considered to be persons who

(i) have any persistent physical, mental, psychiatric, sensory or learning impairment,

(ii) consider themselves to be, or believe that an employer or a potential employer would be likely to consider them to be, disadvantaged in employment by reason of an impairment referred to in subparagraph (i), and

(iii) for the purposes of section 6 of the Act, identify themselves to an employer, or agree to be identified by an employer, as persons with disabilities; and

(c) persons, other than aboriginal peoples, who are, because of their race or colour, in a visible minority in Canada are considered to be persons who are non-Caucasian in race or non-white in colour and who, for the purposes of section 6 of the Act, identify themselves to an employer, or agree to be identified by an employer, as non-Caucasian in race or non-white in colour.

Prescriptions

4. (1) Forms 1 to 6 set out in Schedule II are hereby prescribed for the purposes of subsection 6(1) of the Act.

(2) For the purposes of paragraph 6(1)(c) of the Act, a prescribed subdivision of a salary range is a quarter.

Certification of Accuracy

5. (1) An employment equity report shall contain the following statement certifying the accuracy of the information contained in the report:

"I, (name), hereby certify on behalf of (name of employer) that the information contained in Forms 1 to 6 of this report is true and accurate in every respect to the best of my knowledge and belief.

____________________	____________________
Date	Signature"

(2) Where an employment equity report is filed on behalf of a corporation, the certification of accuracy referred to in subsection (1) shall be signed by the chief executive officer of the corporation.

Prescribed Instructions

General

6. (1) An employment equity report shall be completed using

(a) Forms 1 to 6 set out in Schedule II, furnished to the employer by the Minister; or

(b) documents that conform to the format and contain all the information set out in the forms referred to in paragraph (a).

(2) A reference in these Regulations to a form includes a reference to a document referred to in paragraph (1)(b).

7. Information contained in an employment equity report shall be clearly printed or typed.

8. (1) An employment equity report shall be sent to the following address:

Employment Equity Branch
Employment and Immigration Canada
Phase IV, 5th Floor
Place du Portage
Ottawa/Hull K1A 0J9

(2) For the purposes of subsection 6(1) of the Act, an employment equity report is filed with the Minister when it is received by the Employment Equity Branch referred to in subsection (1).

9. Where an item of information requested on a form is not applicable in the case of an employer, the employer shall so indicate using the phrase "Not Applicable", the abbreviation "N/A" or a brief explanatory statement.

10. An employer, in completing Forms 1 to 3, shall report the information thereon with respect to the number of employees employed by the employer

(a) in the case of permanent full-time and permanent part-time employees, as of December 31 of the reporting period; and

(b) in the case of temporary employees, as of the date in the reporting period on which the number of temporary employees was the greatest.

11. (1) An employer, in completing Forms 2, 4, 5 and 6, shall indicate the occupational group in which an employee is employed, set out in column I of an item of Schedule III, by referring to the occupational unit group set out in column II of that item that most accurately describes the job performed by the employee.

(2) Where an employer is in doubt as to the appropriate occupational unit group into which an employee falls, he shall refer to the descriptions of occupations set out in the Statistics Canada publication Standard Occupational Classification 1980, published February 1981, under the SOC Codes referred to in column III of Schedule III.

Form 1

12. (1) An employer shall indicate on Form 1 the industrial sector in which employees are employed by using the appropriate industrial group description set out in column II of Schedule IV.

(2) An employer shall indicate on Form 1 the industrial sector with the greatest number of employees in industrial sector 1 and other industrial sectors in decreasing order of number of employees.

(3) Where employees are employed in more than four industrial sectors, the employer shall indicate the additional industrial sectors and the number of employees therein on a separate page annexed to Form 1.

Form 2

13. (1) Subject to subsection (2), for each industrial sector indicated by an employer on Form 1, the applicable Parts of Form 2 shall be completed in respect of all employees of the employer in Canada for each of the following employment status categories:

(a) permanent full-time employees;

(b) permanent part-time employees; and

(c) where the number of temporary employees at any time during the reporting period comprises 20 per cent or more of the total number of employees of the employer, temporary employees.

(2) Where the number of employees in an industrial sector indicated by an employer on Form 1, other than industrial sector 1, is less than 1,000, the employer shall group those employees with the employees, in industrial sector 1.

14. In addition to the Parts of Form 2 referred to in subsection 13(1), additional Parts of Form 2 shall be completed by an employer

(a) where the number of employees of the employer in a province or territory

(i) who are employed in an industrial sector in respect of which an employer is required to report separately, or

(ii) who are grouped in industrial sector 1 in accordance with subsection 13(2),

is 100 or more at any time during the reporting period, in respect of the employees in the province or territory for the employment status categories referred to in subsection 13(1); and

(b) where the number of employees of the employer in a designated CMA

(i) who are employed in an industrial sector in respect of which an employer is required to report separately, or

(ii) who are grouped in industrial sector 1 in accordance with subsection 13(2),

is 100 or more at any time during the reporting period, in respect of the employees in the designated CMA for the employment status categories referred to in paragraphs 13(1)(a) and (b).

15. (1) Subject to subsections (2), (3) and (4), for the purpose of indicating the salary ranges of employees on Form 2, an employer shall determine the salary ranges of employees in the following manner and sequence:

(a) the employer shall determine the highest and lowest salaries of the employees in each occupational group;

(b) using the table of salary sections set out in Schedule V, the employer shall determine the salary sections into which the highest and lowest salaries referred to in paragraph (a) fall; and

(c) the employer shall indicate the salary range of the employees in each occupational group using the appropriate salary sections referred to in paragraph (b) to represent the highest and lowest salaries of the employees in each occupational group.

(2) Subject to subsection (3), an employer, in determining for the purpose of paragraph (1)(a) the highest and lowest salaries of a permanent full-time or permanent part-time employee who worked part of a reporting period but less than the entire reporting period as a result of being hired, terminated or absent on unpaid leave granted at the employee's request, shall annualize the salary of the employee by

(a) dividing the amount of the salary paid to the employee during the period worked by the number of pay periods in that period; and

(b) multiplying the amount calculated under paragraph (a) by the number of pay periods in the entire reporting period.

(3) An employer, in determining for the purpose of paragraph (1)(a) the highest and lowest salaries of employees who were promoted during the reporting period, shall annualize the salary of the employee by

(a) dividing the amount of the salary paid to the employee during the period in which the employee occupied the last position or job to which he was promoted in the reporting period, by the number of pay periods in that period; and

(b) multiplying the amount calculated under paragraph (a) by the number of pay periods in the entire reporting period.

(4) Where the lowest salary of the employees in an occupational group is $70,000 or over, an employer shall leave the space on Form 2 for indicating the highest salary of the employees in the group blank.

16. (1) For the purpose of completing Form 2, an employer shall determine the four quarters of the salary range of the employees in an occupational group in the following manner:

(a) the employer shall divide the difference between the highest and lowest salaries of the employees in the occupational group, as determined in accordance with paragraph 15(1)(a) and subsections 15(2) and (3), by four and round the result to the nearest dollar;

(b) the limits of the first salary quarter shall be

(i) the lowest salary of the employees in the occupational group, as determined in accordance with paragraph 15(1)(a) and subsections 15(2) and (3), and

(ii) the amount that is calculated by adding to the amount referred to in subparagraph (i) the amount calculated in paragraph (a);

(c) the limits of the second salary quarter shall be

(i) the amount calculated under subparagraph (b)(ii) plus one dollar, and

(ii) the amount that is calculated by adding to the amount referred to in subparagraph (b)(ii), the amount calculated in paragraph (a);

(d) the limits of the third salary quarter shall be

(i) the amount calculated under subparagraph (c)(ii) plus one dollar, and

(ii) the amount that is calculated by adding to the amount referred to in subparagraph (c)(ii), the amount calculated in paragraph (a);

(e) the limits of the fourth salary quarter shall be

(i) the amount calculated under subparagraph (d)(ii) plus one dollar, and

(ii) the highest salary of the employees in the occupational group, as determined in accordance with paragraph 15(1)(a) and subsections 15(2) and (3).

(2) An employer shall indicate on the applicable Parts of Form 2 the number of employees in each quarter of the salary range as determined in accordance with subsection (1) on the basis of the salary of each employee determined in accordance with paragraph 15(1)(a) or, in the case of an employee referred to in subsection 15(2) or (3), on the basis of the annualized salary of the employee determined in accordance with that subsection.

Form 3

17. An employer shall complete the applicable Parts of Form 3 in the manner prescribed in section 13 and paragraph 14(a).

18. For the purpose of completing Form 3, an employer, in indicating the degree of representation of employees in the salary ranges set out thereon, shall, in the case of employees referred to in subsections 15(2) and (3), determine the degree of representation on the basis of the annualized salary of such employees, calculated in accordance with subsections 15(2) and (3).

Forms 4, 5 and 6

19. An employer shall complete the applicable Parts of Form 4, 5 and 6

(a) in the manner prescribed in section 13; and

(b) where the number of employees of the employer in a province or territory

(i) who are employed in an industrial sector in respect of which an employer is required to report separately, or

(ii) who are grouped in industrial sector 1 in accordance with subsection 13(2),

is 100 or more at any time during the reporting period, in respect of tne employees in the province or territory for the employment status categories referred to in paragraphs 13(1)(a) and (b).

20. Where an employee was promoted during the reporting period, an employer shall, in completing the applicable Parts of Form 5, report the employee only in the occupational group in which or to which the employee was last promoted.

SCHEDULE I

(Subsection 2(1))

Designated CMAs

1. Calgary, Alberta
2. Edmonton, Alberta
3. Halifax, Nova Scotia
4. Montreal, Quebec
5. Regina, Saskatchewan
6. Toronto, Ontario
7. Vancouver, British Columbia
8. Winnipeg, Manitoba

Employment and Immigration Canada / Emploi et Immigration Canada

SCHEDULE II / *ANNEXE II*

(Subsections 4(1) and 6(1) / paragraphes 4(1) et 6(1))

EMPLOYMENT EQUITY: EMPLOYER IDENTIFICATION, REPORT SUMMARY AND CERTIFICATION OF ACCURACY
EQUITÉ EN MATIÈRE D'EMPLOI: IDENTIFICATION DE L'EMPLOYEUR, SOMMAIRE DU RAPPORT ET ATTESTATION D'EXACTITUDE

Form / *Formulaire* 1

IDENTIFICATION / *IDENTIFICATION*

NAME OF EMPLOYER / *NOM DE L'EMPLOYEUR*	FULL LEGAL NAME - *NOM LÉGAL AU COMPLET* ①	COMMON OR BUSINESS NAME - *NOM USUEL OU RAISON SOCIALE* ②
ADDRESS / *ADRESSE*	ADDRESS OF PRINCIPAL PLACE OF BUSINESS - *ADRESSE D'AFFAIRES NATIONALE PRINCIPALE* ③	MAILING ADDRESS - *ADRESSE POSTALE* ④
OFFICERS / AGENTS	NAME OF CHIEF EXECUTIVE OFFICER OF EMPLOYER - *NOM DU PREMIER DIRIGEANT DE L'ENTREPRISE* ⑤	NAME OF OFFICER RESPONSIBLE FOR EMPLOYMENT EQUITY - *NOM DE L'AGENT RESPONSABLE DE L'EQUITE EN MATIERE D'EMPLOI* ⑦
POSITION / FONCTION	POSITION TITLE - *TITRE OU FONCTION* ⑥	POSITION TITLE - *TITRE OU FONCTION* ⑧
		⑨ AREA CODE / *IND. RÉG* — TELEPHONE NUMBER / *NUMÉRO DE TÉLÉPHONE*

REPORT SUMMARY / *SOMMAIRE DU RAPPORT*

INDUSTRIAL SECTOR(S) / *BRANCHE(S) D'ACTIVITÉ*	INDUSTRIAL SECTOR 1 - *BRANCHE D'ACTIVITE 1* ⑩	NO OF EMPLOYEES / *NOMBRE DE SALARIES*
	INDUSTRIAL SECTOR 2 - *BRANCHE D'ACTIVITE 2* ⑪	NO OF EMPLOYEES / *NOMBRE DE SALARIES*
	INDUSTRIAL SECTOR 3 - *BRANCHE D'ACTIVITE 3* ⑫	NO OF EMPLOYEES / *NOMBRE DE SALARIES*
	INDUSTRIAL SECTOR 4 - *BRANCHE D'ACTIVITE 4* ⑬	NO OF EMPLOYEES / *NOMBRE DE SALARIES*

EMPLOYMENT STATUS CATEGORIES / *CATÉGORIES DE SALARIÉS*	⑭ NUMBER OF PERMANENT FULL-TIME EMPLOYEES / *NOMBRE DE SALARIES PERMANENTS A TEMPS PLEIN*	⑮ NUMBER OF PERMANENT PART-TIME EMPLOYEES / *NOMBRE DE SALARIES PERMANENTS A TEMPS PARTIEL*	⑯ NUMBER OF TEMPORARY EMPLOYEES / *NOMBRE DE SALARIES TEMPORAIRES*

GEOGRAPHICAL AREAS

(INDICATE NUMBER OF EMPLOYEES LOCATED IN EACH AREA)

SECTEURS GÉOGRAPHIQUES

(INDIQUER LE NOMBRE DE SALARIES DANS CHAQUE SECTEUR)

⑰ DESIGNATED C M As / *R M R DESIGNEES*		⑱ PROVINCES / TERRITORIES / *PROVINCES / TERRITOIRES*	
CALGARY	....	ONT - *ONT*	....
EDMONTON	....	QUE - *Qc*	....
HALIFAX	....	N S - *N-É*	....
MONTREAL	....	N B - *N-B*	....
REGINA	....	MAN - *MAN*	....
TORONTO	....	B C - *C-B*	....
VANCOUVER	....	P E I - *Î-P-É*	....
WINNIPEG		SASK - *SASK*	....
		ALTA - *ALB*	....
		NFLD - *T-N*	....
		YKN - *Yuk*	....
		N W T - *T N-O*	

⑲ **TOTAL EMPLOYEES IN CANADA / *NOMBRE TOTAL DE SALARIES AU CANADA***

CERTIFICATION / *ATTESTATION*

CERTIFICATION OF ACCURACY / *ATTESTATION D'EXACTITUDE*

⑳

I, (Name) ____________, HEREBY CERTIFY ON BEHALF OF (Name of employer) ____________ THAT THE INFORMATION CONTAINED IN FORMS 1 TO 6 OF THIS REPORT IS TRUE AND ACCURATE IN EVERY RESPECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF

JE, (Nom) ____________, ATTESTE PAR LES PRESENTES AU NOM DE (Nom de l'employeur) ____________ QUE LES RENSEIGNEMENTS FOURNIS DANS LES FORMULAIRES 1 A 6 DU PRESENT RAPPORT SONT, AUTANT QUE JE SACHE, VRAIS ET EXACTS A TOUS EGARDS

DATE - *DATE* ____________

SIGNATURE - *SIGNATURE* ____________

CORPORATE SEAL / *SCEAU DE LA SOCIETE*

EMP 384 / (7-86)

NOTE: See instructions to complete all forms
***NOTA:** Voir instructions pour remplir tous les formulaires*

Canada

Employment and Immigration Canada   Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

OCCUPATIONAL GROUPS : PERMANENT FULL-TIME EMPLOYEES*
*CATÉGORIES PROFESSIONNELLES : SALARIÉS PERMANENTS À TEMPS PLEIN**

Form / *Formulaire* **2**   Part A, / *Partie A,*   Page 1

Name of Business: / ***Nom de l'entreprise:***

Industrial Sector: / *Branche d'activité:*

Reporting Period: / ***Période de rapport:*** 19__

Location-*Endroit*

☐ National (Canada) / *National (Canada)*   ☐ Province / Territory (specify) / *Province / territoire (préciser)* ______   ☐ Designated CMA (specify) / *RMR désignée (préciser)* ______

Occupational Groups *Catégories professionnelles*	Top and bottom of salary range *Maximum et minimum de l'échelle de rémunération*	** Quarter *Quart*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
			Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col. 1		Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Upper-level managers *Cadres supérieurs*		4												
		3												
		2												
		1												
Middle or other managers *Cadres intermédiaires et autres cadres*		4												
		3												
		2												
		1												
Professionals *Professionnels*		4												
		3												
		2												
		1												
Semi-professionals and technicians *Semi-professionnels et techniciens*		4												
		3												
		2												
		1												
Supervisors *Surveillants*		4												
		3												
		2												
		1												
Foremen / women *Contremaitres*		4												
		3												
		2												
		1												

EMP 3871 (7-86)

* Use separate Parts for permanent part-time and temporary employees
Utiliser les autres parties pour les salariés permanents à temps partiel et les salariés temporaires

** 1 refers to the lowest salary quarter; 4 refers to the highest salary quarter /
1 représente les salaires du quart le moins élevé; 4 représente les salaires du quart le plus élevé

Canada

NOTE: See instructions
NOTA: Voir instructions

Form *Formulaire* 2 Part A, *Partie A,* Page 2

Occupational Groups *Catégories professionnelles*	Top and bottom of salary range *Maximum et minimum de l'échelle de rémunération*	** Quarter *Quart*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
			Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1		Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13
Clerical workers *Employés de bureau*		4												
		3												
		2												
		1												
Sales workers *Employés du secteur de la vente*		4												
		3												
		2												
		1												
Service workers *Employés du secteur des services*		4												
		3												
		2												
		1												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*		4												
		3												
		2												
		1												
Semi-skilled manual workers *Travailleurs manuels spécialisés*		4												
		3												
		2												
		1												
Other manual workers *Autres travailleurs manuels*		4												
		3												
		2												
		1												
TOTAL NUMBER OF EMPLOYEES ***NOMBRE TOTAL DES SALARIÉS***														

** 1 refers to the lowest salary quarter; 4 refers to the highest salary quarter /
1 représente les salaires du quart le moins elevé, 4 represente les salaires du quart le plus elevé

Employment and Immigration Canada   Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

OCCUPATIONAL GROUPS : PERMANENT PART-TIME EMPLOYEES*
*CATÉGORIES PROFESSIONNELLES : SALARIÉS PERMANENTS À TEMPS PARTIEL**

Form / *Formulaire* 2   Part B, / *Partie B,*   Page 1

Name of Business: / ***Nom de l'entreprise:***

Industrial Sector: / ***Branche d'activité:***

Reporting Period: / ***Période de rapport:*** 19__

Location-*Endroit*

☐ **National (Canada)** / ***National (Canada)***   ☐ Province / Territory (specify) / *Province / territoire (préciser)* ____________   ☐ Designated CMA (specify) / *RMR désignée (préciser)* ____________

Occupational Groups *Catégories professionnelles*	Top and bottom of salary range *Maximum et minimum de l'échelle de rémunération*	** Quarter *Quart*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
			Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1		Col. 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Upper-level managers *Cadres supérieurs*		4												
		3												
		2												
		1												
Middle or other managers *Cadres intermédiaires et autres cadres*		4												
		3												
		2												
		1												
Professionals *Professionnels*		4												
		3												
		2												
		1												
Semi-professionals and technicians *Semi-professionnels et techniciens*		4												
		3												
		2												
		1												
Supervisors *Surveillants*		4												
		3												
		2												
		1												
Foremen / women *Contremaitres*		4												
		3												
		2												
		1												

EMP 3886 (7-86)

* Use separate Parts for permanent full-time and temporary employees
Utiliser les autres parties pour les salariés permanents à temps plein et les salariés temporaires

** 1 refers to the lowest salary quarter; 4 refers to the highest salary quarter /
1 représente les salaires du quart le moins élevé; 4 représente les salaires du quart le plus elevé

Canada

NOTE: See instructions
NOTA: Voir instructions

Form **2** Part B, Page 2
Formulaire *Partie B,*

Occupational Groups *Catégories professionnelles*	Top and bottom of salary range *Maximum et minimum de l'échelle de rémunération*	** Quarter *Quart*	All Employees *Tous les salaries*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapees*			Members of Visible Minorities *Membres des minorites visibles*		
			Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1		Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13
Clerical workers *Employés de bureau*		4												
		3												
		2												
		1												
Sales workers *Employes du secteur de la vente*		4												
		3												
		2												
		1												
Service workers *Employes du secteur des services*		4												
		3												
		2												
		1												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*		4												
		3												
		2												
		1												
Semi-skilled manual workers *Travailleurs manuels specialises*		4												
		3												
		2												
		1												
Other manual workers *Autres travailleurs manuels*		4												
		3												
		2												
		1												
TOTAL NUMBER OF EMPLOYEES ***NOMBRE TOTAL DES SALARIÉS***														

** 1 refers to the lowest salary quarter; 4 refers to the highest salary quarter /
1 represente les salaires du quart le moins eleve, 4 represente les salaires du quart le plus eleve

Employment and Immigration Canada   Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

OCCUPATIONAL GROUPS: TEMPORARY EMPLOYEES*
*CATÉGORIES PROFESSIONNELLES: SALARIÉS TEMPORAIRES**

Form *Formulaire* 2 Part C, *Partie C,* Page 1

Name of Business: *Nom de l'entreprise:*	Industrial Sector: *Branche d'activité:*	Reporting Period: *Période de rapport:* 19____

Location-*Endroit*

☐ National (Canada) *National (Canada)*

☐ Province / Territory (specify) *Province / territoire (préciser)* ____________________

Occupational Groups *Catégories professionnelles*	Top and bottom of salary range *Maximum et minimum de l'échelle de rémunération*	• •	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
		Quarter *Quart*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1		Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13
Upper-level managers *Cadres supérieurs*		4												
		3												
		2												
		1												
Middle or other managers *Cadres intermédiaires et autres cadres*		4												
		3												
		2												
		1												
Professionals *Professionnels*		4												
		3												
		2												
		1												
Semi-professionals and technicians *Semi-professionnels et techniciens*		4												
		3												
		2												
		1												
Supervisors *Surveillants*		4												
		3												
		2												
		1												
Foremen/women *Contremaîtres*		4												
		3												
		2												
		1												

EMP 3887 (9-86) P 1

* Use separate Parts for permanent full-time and permanent part-time employees
Utiliser les autres parties pour les salariés permanents à temps plein et les salariés permanents à temps partiel

** 1 refers to the lowest salary quarter; 4 refers to the highest salary quarter/
1 représente les salaires du quart le moins élevé; 4 représente les salaires du quart le plus élevé

Canadä

NOTE: See instructions
NOTA: Voir instructions

Form *Formulaire* **2** Part C, *Partie C,* Page 2

Occupational Groups *Catégories professionnelles*	Top and bottom of salary range *Maximum et minimum de l'échelle de rémunération*	**	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
		Quarter *Quart*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1		Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13
Clerical workers *Employés de bureau*		4												
		3												
		2												
		1												
Sales workers *Employés du secteur de la vente*		4												
		3												
		2												
		1												
Service workers *Employés du secteur des services*		4												
		3												
		2												
		1												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*		4												
		3												
		2												
		1												
Semi-skilled manual workers *Travailleurs manuels spécialisés*		4												
		3												
		2												
		1												
Other manual workers *Autres travailleurs manuels*		4												
		3												
		2												
		1												
TOTAL NUMBER OF EMPLOYEES ***NOMBRE TOTAL DES SALARIÉS***														

** 1 refers to the lowest salary quarter; 4 refers to the highest salary quarter /
1 représente les salaires du quart le moins élevé, 4 représente les salaires du quart le plus élevé

Employment and Immigration Canada   Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

SALARY SUMMARY : PERMANENT FULL-TIME EMPLOYEES*
*PROFIL SALARIAL : SALARIÉS PERMANENTS À TEMPS PLEIN**

Form / *Formulaire* 3   Part A / *Partie A*

Name of Business: / ***Nom de l'entreprise :***

Industrial Sector: / *Branche d'activité:*

Location-*Endroit*

☐ National (Canada) / *National (Canada)*

☐ Province / Territory (specify) / *Province / territoire (préciser)* ____________________

Reporting Period: / *Période de rapport:* 19__

SALARY RANGES *ECHELLES DE RÉMUNÉRATION*	ALL EMPLOYEES *TOUS LES SALARIÉS*			ABORIGINAL PEOPLES *AUTOCHTONES*			PERSONS WITH DISABILITIES *PERSONNES HANDICAPEES*			MEMBERS OF VISIBLE MINORITIES *MEMBRES DES MINORITES VISIBLES*		
	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Under / *Moins de* $10,000												
$10,000 - $14,999												
$15,000 - $17,499												
$17,500 - $19,999												
$20,000 - $22,499												
$22,500 - $24,999												
$25,000 - $27,499												
$27,500 - $29,999												
$30,000 - $34,999												
$35,000 - $39,999												
$40,000 - $49,999												
$50,000 - $69,999												
$70,000 and over / et plus												
TOTAL NUMBER OF EMPLOYEES NOMBRE TOTAL DES SALARIÉS												

EMP 1848 (7-86)

- Use separate Parts for permanent part-time and temporary employees
  Utiliser les autres parties pour les salariés permanents à temps partiel et les salariés temporaires

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

SALARY SUMMARY : PERMANENT PART-TIME EMPLOYEES*
*PROFIL SALARIAL : SALARIÉS PERMANENTS À TEMPS PARTIEL**

Form *Formulaire* 3 Part B *Partie B*

Name of Business: *Nom de l'entreprise* :

Industrial Sector: *Branche d'activité* :

Location-Endroit

☐ National (Canada) *National (Canada)*

☐ Province / Territory (specify) *Province / territoire (préciser)* ____________

Reporting Period: *Période de rapport* : 19__

SALARY RANGES *ECHELLES DE RÉMUNÉRATION*	ALL EMPLOYEES *TOUS LES SALARIES*			ABORIGINAL PEOPLES *AUTOCHTONES*			PERSONS WITH DISABILITIES *PERSONNES HANDICAPEES*			MEMBERS OF VISIBLE MINORITIES *MEMBRES DES MINORITÉS VISIBLES*		
	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Under *Moins de* $2,500												
$2,500 - $4,999												
$5,000 - $7,499												
$7,500 - $9,999												
$10,000 - $12,499												
$12,500 - $14,999												
$15,000 - $17,499												
$17,500 - $19,999												
$20,000 - $24,999												
$25,000 - $29,999												
$30,000 - $39,999												
$40,000 - $49,999												
$50,000 and over *et plus*												
TOTAL NUMBER OF EMPLOYEES *NOMBRE TOTAL DES SALARIES*												

EMP 3649 (7-86)

* Use separate Parts for permanent full-time and temporary employees
Utiliser les autres parties pour les salaries permanents a temps plein et les salaries temporaires

Canada

Employment and Immigration Canada   Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

SALARY SUMMARY : TEMPORARY EMPLOYEES*
*PROFIL SALARIAL : SALARIÉS TEMPORAIRES**

Form *Formulaire* 3 Part C *Partie C*

Name of Business:
Nom de l'entreprise :

Industrial Sector:
Branche d'activité:

Location-*Endroit*

☐ National (Canada) *National (Canada)*

☐ Province / Territory (specify) *Province / territoire (préciser)* ______________________

Reporting Period: *Période de rapport:* 19__

SALARY RANGES *ÉCHELLES DE RÉMUNÉRATION*	ALL EMPLOYEES *TOUS LES SALARIÉS*			ABORIGINAL PEOPLES *AUTOCHTONES*			PERSONS WITH DISABILITIES *PERSONNES HANDICAPÉES*			MEMBERS OF VISIBLE MINORITIES *MEMBRES DES MINORITÉS VISIBLES*		
	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes	TOTAL	Men-Hommes	Women-Femmes
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Under *Moins de* $2,500												
$2,500 - $4,999												
$5,000 - $7,499												
$7,500 - $9,999												
$10,000 - $12,499												
$12,500 - $14,999												
$15,000 - $17,499												
$17,500 - $19,999												
$20,000 - $24,999												
$25,000 - $29,999												
$30,000 - $39,999												
$40,000 - $49,999												
$50,000 and over et plus												
TOTAL NUMBER OF EMPLOYEES NOMBRE TOTAL DES SALARIÉS												

EMP 3850 (7/86)

* Use separate Parts for permanent full-time and permanent part-time employees
Utiliser les autres parties pour les salariés permanents à temps plein et les salariés permanents à temps partiel

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

PERMANENT FULL TIME EMPLOYEES HIRED*
*RECRUTEMENTS: SALARIÉS PERMANENTS À TEMPS PLEIN**

Form *Formulaire* **4** Part A *Partie A*

Name of Business:
Nom de l'entreprise:

Industrial Sector:
Branche d'activité:

Location-*Endroit*

☐ National (Canada) *National (Canada)*

☐ Province / Territory (specify) *Province / territoire (préciser)* ____________________

Reporting Period: *Période de rapport:* 19__

Occupational Groups *Catégories professionnelles*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaîtres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES HIRED ***NOMBRE TOTAL DE RECRUTEMENTS***												

EMP 3670 (7 86)

* Use separate Parts for permanent part-time and temporary employees
Utiliser les autres parties pour les salariés permanents à temps partiel et les salariés temporaires

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

PERMANENT PART-TIME EMPLOYEES HIRED*
RECRUTEMENTS: SALARIÉS PERMANENTS À TEMPS PARTIEL*

Form *Formulaire* 4 Part B *Partie B*

Name of Business:
Nom de l'entreprise:

Industrial Sector:
Branche d'activité:

Location-*Endroit*

☐ **National (Canada)** ***National (Canada)***

☐ Province / Territory (specify) *Province / territoire (préciser)* ______________________

Reporting Period: 19__
Période de rapport:

Occupational Groups *Catégories professionnelles*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaîtres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES HIRED ***NOMBRE TOTAL DE RECRUTEMENTS***												

EMP 3890 (7-86)

* Use separate Parts for permanent full-time and temporary employees
Utiliser les autres parties pour les salariés permanents à temps plein et les salariés temporaires

Canada

Employment and Immigration Canada   Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

TEMPORARY EMPLOYEES HIRED*
*RECRUTEMENTS: SALARIÉS TEMPORAIRES**

Form *Formulaire* 4 Part C *Partie C*

Name of Business: ***Nom de l'entreprise:***	Industrial Sector: ***Branche d'activité***

Location-*Endroit*   ☐ National Canada) *National (Canada)*   ☐ Province / Territory (specify) *Province / territoire (préciser)* ____________   Reporting Period: *Période de rapport:* 19__

Occupational Groups *Catégories professionnelles*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaîtres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES HIRED ***NOMBRE TOTAL DE RECRUTEMENTS***												

[illegible]

- * Use separate Parts for permanent full-time and permanent part-time employees
  Utiliser les autres parties pour les salariés permanents à temps plein et les salariés permanents à temps partiel

Canadä

Employment and Immigration Canada   Emploi et Immigration Canada

NOTE See instructions
NOTA *Voir instructions*

PERMANENT FULL-TIME EMPLOYEES PROMOTED*
*AVANCEMENTS: SALARIÉS PERMANENTS À TEMPS PLEIN**

Form / *Formulaire* **5** Part A / *Partie A*

Name of Business / ***Nom de l'entreprise***	Industrial Sector / ***Branche d'activité***
Location-***Endroit*** ☐ National (Canada) / ***National (Canada)*** ☐ Province / Territory (specify) / ***Province / territoire (préciser)*** ________	Reporting Period / ***Période de rapport*** 19__

Employeees promoted (Employees promoted during the year are to be reported only in the occupational groups to which or within which they have been last promoted.)
Salaries promus (les salaries promus au cours de l'année doivent être inscrits seulement dans la categorie professionelle à laquelle ou à l'interieur de laquelle ils ont ete promus en dernier)

Occupational Groups / ***Categories professionnelles***	All Employees / *Tous les salariés*			Aboriginal Peoples / *Autochtones*			Persons with Disabilities / *Personnes handicapees*			Members of Visible Minorities / *Membres des minorites visibles*		
	Total Number / *Nombre total*	Men / *Hommes*	Women / *Femmes*	Total Number / *Nombre total*	Men / *Hommes*	Women / *Femmes*	Total Number / *Nombre total*	Men / *Hommes*	Women / *Femmes*	Total Number / *Nombre total*	Men / *Hommes*	Women / *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers / ***Cadres superieurs***												
Middle or other managers / ***Cadres intermediaires et autres cadres***												
Professionals / ***Professionnels***												
Semi-professionals and technicians / ***Semi-professionnels et techniciens***												
Supervisors / ***Surveillants***												
Foremen/women / ***Contremaitres***												
Clerical workers / ***Employes de bureau***												
Sales workers / ***Employes du secteur de la vente***												
Service workers / ***Employes du secteur des services***												
Skilled crafts and trades workers / ***Travailleurs qualifies et artisans***												
Semi-skilled manual workers / ***Travailleurs manuels specialises***												
Other manual workers / ***Autres travailleurs manuels***												
TOTAL NUMBER OF EMPLOYEES PROMOTED / ***NOMBRE TOTAL DE SALARIES PROMUS***												
TOTAL NUMBER OF PROMOTIONS / ***NOMBRE TOTAL D'AVANCEMENTS***												

[illegible] 3869 (7 86)

* Use separate Parts for permanent part time and temporary employees
Utiliser les autres parties pour les salaries permanents a temps partiel et les salaries temporaires

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

PERMANENT PART-TIME EMPLOYEES PROMOTED*
AVANCEMENTS: SALARIÉS PERMANENTS À TEMPS PARTIEL*

Form *Formulaire* 5 Part B *Partie B*

Name of Business: *Nom de l'entreprise:*

Industrial Sector *Branche d'activité*

Location-*Endroit*

☐ National (Canada) *National (Canada)*

☐ Province / Territory (specify) *Province / territoire (préciser)* ____________________

Reporting Period *Période de rapport* 19__

Occupational Groups *Catégories professionnelles*	Employeees promoted (Employees promoted during the year are to be reported only in the occupational groups to which or within which they have been last promoted.) *Salariés promus (les salariés promus au cours de l'année doivent être inscrits seulement dans la catégorie professionelle à laquelle ou à l'intérieur de laquelle ils ont été promus en dernier)*											
	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaîtres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES PROMOTED ***NOMBRE TOTAL DES SALARIÉS PROMUS***												
TOTAL NUMBER OF PROMOTIONS ***NOMBRE TOTAL D'AVANCEMENTS***												

EMP 5663 (7-86)

* Use separate Parts for permanent full-time and temporary employees
Utiliser les autres parties pour les salariés permanents à temps plein et les salariés temporaires

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
***NOTA**: Voir instructions*

TEMPORARY EMPLOYEES PROMOTED*
*AVANCEMENTS: SALARIÉS TEMPORAIRES**

Form / *Formulaire* 5 Part C / *Partie C*

Name of Business:
Nom de l'entreprise:

Industrial Sector:
Branche d'activité:

Location-*Endroit*

☐ National (Canada) / *National (Canada)*

☐ Province / Territory (specify) / *Province / territoire (préciser)* ____________

Reporting Period: / *Période de rapport* 19__

Occupational Groups *Catégories professionnelles*	Employeees promoted (Employees promoted during the year are to be reported only in the occupational groups to which or within which they have been last promoted) *Salariés promus (les salariés promus au cours de l'année doivent être inscrits seulement dans la catégorie professionelle à laquelle ou à l'intérieur de laquelle ils ont été promus en dernier)*											
	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaîtres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES PROMOTED ***NOMBRE TOTAL DES SALARIÉS PROMUS***												
TOTAL NUMBER OF PROMOTIONS ***NOMBRE TOTAL D'AVANCEMENTS***												

EMP 3884 (7-86)

* Use separate Parts for permanent full-time and permanent part-time employees
Utiliser les autres parties pour les salariés permanents à temps plein et les salariés permanents à temps partiel

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

PERMANENT FULL-TIME EMPLOYEES TERMINATED*
*CESSATIONS DE FONCTIONS: SALARIÉS PERMANENTS À TEMPS PLEIN**

Form *Formulaire* 6 Part A *Partie A*

Name of Business: ***Nom de l'entreprise:***

Industrial Sector: ***Branche d'activité:***

Location-*Endroit*

☐ National (Canada) *National (Canada)*

☐ Province / Territory (specify) *Province / territoire (préciser)* ____________

Reporting Period: *Période de rapport:* 19__

Occupational Groups *Catégories professionnelles*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaîtres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES TERMINATED *NOMBRE TOTAL DE CESSATIONS DE FONCTIONS*												

EMP 3872 (7-86)

* Use separate Parts for permanent part-time and temporary employees
Utiliser les autres parties pour les salariés permanents à temps partiel et les salariés temporaires

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

PERMANENT PART-TIME EMPLOYEES TERMINATED*
*CESSATIONS DE FONCTIONS: SALARIÉS PERMANENTS À TEMPS PARTIEL**

Form / *Formulaire* **6** Part B / *Partie B*

Name of Business: / ***Nom de l'entreprise***

Industrial Sector: / ***Branche d'activité***

Location-*Endroit*

☐ National (Canada) / *National (Canada)*

☐ Province / Territory (specify) / *Province / territoire (préciser)* ____________________

Reporting Period: / *Période de rapport:* 19__

Occupational Groups *Catégories professionnelles*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*	Total Number *Nombre total*	Men *Hommes*	Women *Femmes*
	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaîtres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES TERMINATED *NOMBRE TOTAL DE CESSATIONS DE FONCTIONS*												

EMP 5889 (7-86)

- * Use separate Parts for permanent full-time and temporary employees
  Utiliser les autres parties pour les salariés permanents à temps plein et les salariés temporaires

Canada

Employment and Immigration Canada Emploi et Immigration Canada

NOTE: See instructions
NOTA: Voir instructions

TEMPORARY EMPLOYEES TERMINATED*
*CESSATIONS DE FONCTIONS: SALARIÉS TEMPORAIRES**

Form *Formulaire* 6 Part C *Partie C*

Name of Business: *Nom de l'entreprise:*	Industrial Sector; *Branche d'activité:*
Location-*Endroit* ☐ National (Canada) *National (Canada)* ☐ Province / Territory (specify) *Province / territoire (préciser)* ______	Reporting Period: *Période de rapport:* 19__

Occupational Categories *Catégories professionnelles*	All Employees *Tous les salariés*			Aboriginal Peoples *Autochtones*			Persons with Disabilities *Personnes handicapées*			Members of Visible Minorities *Membres des minorités visibles*		
	Total Number *Nombre total* Col. 1	Men *Hommes* Col. 2	Women *Femmes* Col. 3	Total Number *Nombre total* Col. 4	Men *Hommes* Col. 5	Women *Femmes* Col. 6	Total Number *Nombre total* Col. 7	Men *Hommes* Col. 8	Women *Femmes* Col. 9	Total Number *Nombre total* Col. 10	Men *Hommes* Col. 11	Women *Femmes* Col. 12
Upper-level managers *Cadres supérieurs*												
Middle or other managers *Cadres intermédiaires et autres cadres*												
Professionals *Professionnels*												
Semi-professionals and technicians *Semi-professionnels et techniciens*												
Supervisors *Surveillants*												
Foremen/women *Contremaitres*												
Clerical workers *Employés de bureau*												
Sales workers *Employés du secteur de la vente*												
Service workers *Employés du secteur des services*												
Skilled crafts and trades workers *Travailleurs qualifiés et artisans*												
Semi-skilled manual workers *Travailleurs manuels spécialisés*												
Other manual workers *Autres travailleurs manuels*												
TOTAL NUMBER OF EMPLOYEES TERMINATED *NOMBRE TOTAL DE CESSATIONS DE FONCTIONS*												

EMP 3888 (7-86)

- * Use separate Parts for permanent full-time and permanent part-time employees
  Utiliser les autres parties pour les salariés permanents à temps plein et les salariés permanents à temps partiel

Canadä

SCHEDULE III

(Section 11)

ITEM	COLUMN I OCCUPATIONAL GROUPS	COLUMN II OCCUPATIONAL UNIT GROUPS	COLUMN III SOC CODES
1.	Upper level Managers	(1) Members of Legislative Bodies	1111
		(2) Government Administrators	1113
		(3) General Managers and Other Officials	1130
2.	Middle and Other Managers	(1) Post Office Management Occupations	1115
		(2) Inspectors and Regulatory Officers, Government	1116
		(3) Officials and Administrators Unique to Government	1119
		(4) Management Occupations, Natural Sciences and Engineering	1131
		(5) Management Occupations, Social Sciences and Related Fields	1132
		(6) Administrators in Teaching and Related Fields	1133
		(7) Administrators in Medicine and Health	1134
		(8) Financial Management Occupations	1135
		(9) Personnel and Industrial Relations Management Occupations	1136
		(10) Sales and Advertising Management Occupations	1137
		(11) Purchasing Management Occupations	1141
		(12) Services Management Occupations	1142
		(13) Production Management Occupations	1143
		(14) Management Occupations, Construction Operations	1145
		(15) Farm Management Occupations	1146
		(16) Management Occupations, Transport and Communications Operations	1147
		(17) Other Managers and Administrators	1149
		(18) Organization and Methods Analysts	1173
		(19) Personnel and Related Officers	1174
		(20) Purchasing Officers and Buyers, Except Wholesale and Retail Trade	1175
		(21) Inspectors and Regulatory Officers	1176
		(22) Occupations Related to Management and Administration	1179
		(23) Buyers, Wholesale and Retail Trade	5191
3.	Professionals	(1) Accountants, Auditors and Other Financial Officers	1171
		(2) Chemists	2111
		(3) Geologists	2112
		(4) Physicists	2113

(5)	Meteorologists	2114
(6)	Agriculturists and Related Scientists	2131
(7)	Biologists and Related Scientists	2133
(8)	Occupations in Life Sciences	2139
(9)	Architects	2141
(10)	Chemical Engineers	2142
(11)	Civil Engineers	2143
(12)	Electrical Engineers	2144
(13)	Industrial Engineers	2145
(14)	Agricultural Engineers	2146
(15)	Mechanical Engineers	2147
(16)	Metallurgical Engineers	2151
(17)	Mining Engineers	2153
(18)	Petroleum Engineers	2154
(19)	Aerospace Engineers	2155
(20)	Nuclear Engineers	2156
(21)	Community Planners	2157
(22)	Professional Engineers	2159
(23)	Mathematicians, Statisticians and Actuaries	2181
(24)	Systems Analysts, Computer Program and Related Occupations	2183
(25)	Economists	2311
(26)	Sociologists, Anthropologists and Related Social Scientists	2312
(27)	Psychologists	2315
(28)	Occupations in Social Sciences	2319
(29)	Social Workers	2331
(30)	Occupations in Social Work and Related Fields	2339
(31)	Judges and Magistrates	2341
(32)	Lawyers and Notaries	2343
(33)	Occupations in Law and Jurisprudence	2349
(34)	Supervisors: Occupations in Library, Museum and Archival Sciences	2350
(35)	Librarians, Archivists and Conservators	2351
(36)	Occupations in Library, Museum and Archival Sciences	2359
(37)	Educational and Vocational Counsellors	2391
(38)	Other Occupations in Social Sciences and Related Fields	2399
(39)	Ministers of Religion	2511
(40)	Nuns and Brothers	2513
(41)	Occupations in Religion	2519
(42)	University Teachers	2711
(43)	University Teaching and Related Occupations	2719
(44)	Elementary and Kindergarten Teachers	2731
(45)	Secondary School Teachers	2733
(46)	Elementary and Secondary School Teaching and Related Occupations	2739
(47)	Community College and Vocational School Teachers	2791

		(48) Fine Arts Teachers	2792
		(49) Post-secondary School Teachers	2793
		(50) Teachers of Exceptional Students	2795
		(51) Other Teaching and Related Occupations	2799
		(52) Physicians and Surgeons	3111
		(53) Dentists	3113
		(54) Veterinarians	3115
		(55) Osteopaths and Chiropractors	3117
		(56) Health Diagnosing and Treating Occupations	3119
		(57) Supervisors: Nursing, Therapy and Related Assisting Occupations	3130
		(58) Nurses, Registered, Graduate and Nurses-in-training	3131
		(59) Audio and Speech Therapists	3136
		(60) Physiotherapists	3137
		(61) Occupational Therapists	3138
		(62) Pharmacists	3151
		(63) Dietitians and Nutritionists	3152
		(64) Optometrists	3153
		(65) Translators and Interpreters	3355
		(66) Commissioned Officers, Armed Forces	6116
4.	Semi-Professionals and Technicians	(1) Physical Sciences Technologists and Technicians	2117
		(2) Occupations in Physical Sciences	2119
		(3) Life Sciences Technologists and Technicians	2135
		(4) Supervisors: Other Occupations in Architecture and Engineering	2160
		(5) Surveyors	2161
		(6) Draughting Occupations	2163
		(7) Architectural Technologists and Technicians	2164
		(8) Engineering Technologists and Technicians	2165
		(9) Other Occupations in Architecture and Engineering	2169
		(10) Occupations in Mathematics, Statistics, Systems Analysis and Related Fields	2189
		(11) Occupations in Welfare and Community Services	2333
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SCHEDULE IV

(Subsection 12(1))

Industrial Sectors

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	Industrial Classification		Industrial Group Description
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		(2) Service Industries Incidental to Agriculture	(a) Services Incidental to Livestock and Animal Specialties (b) Services Incidental to Agricultural Crops (c) Other Services Incidental to Agriculture
2.	FISHING AND TRAPPING INDUSTRIES	(1) Fishing and Trapping Industries	(a) Fishing Industries (b) Services Incidental to Fishing (c) Trapping
3.	LOGGING AND FORESTRY INDUSTRIES	(1) Logging Industry	(a) Logging Industry
		(2) Forestry Services Industry	(a) Forestry Services Industry
4.	MINING (INCLUDING MILLING), QUARRYING AND OIL WELL INDUSTRIES	(1) Mining Industries	(a) Metal Mines (b) Non-Metal Mines (except Coal) (c) Coal Mines

	Column I		Column II
Item	Industrial Classification		Industrial Group Description
		(2) Crude Petroleum and Natural Gas Industries	(a) Crude Petroleum and Natural Gas Industries
		(3) Quarry and Sand Pit Industries	(a) Stone Quarries (b) Sand and Gravel Pits
		(4) Service Industries Incidental to Mineral Extraction	(a) Service Industries Incidental to Crude Petroleum and Natural Gas (b) Service Industries Incidental to Mining
5.	MANUFACTURING INDUSTRIES	(1) Food Industries	(a) Meat and Poultry Products Industries (b) Fish Products Industry (c) Fruit and Vegetable Industries (d) Dairy Products Industries (e) Flour, Prepared Cereal Food and Feed Industries (f) Vegetable Oil Mills (except Corn Oil) (g) Bakery Products Industries (h) Sugar and Sugar Confectionery Industries (i) Other Food Products Industries
		(2) Beverage Industries	(a) Soft Drink Industry (b) Distillery Products Industry (c) Brewery Products Industry (d) Wine Industry
		(3) Tobacco Products Industries	(a) Leaf Tobacco Industry (b) Tobacco Products Industry

	Column I	Column II
Item	Industrial Classification	Industrial Group Description
	(4) Rubber Products Industries	(a) Tire and Tube Industry (b) Rubber Hose and Belting Industry (c) Other Rubber Products Industries
	(5) Plastic Products Industries	(a) Foamed and Expanded Plastic Products Industry (b) Plastic Pipe and Pipe Fittings Industry (c) Plastic Film and Sheeting Industry (d) Other Plastic Products Industries
	(6) Leather and Allied Products Industries	(a) Leather and Allied Products Industries
	(7) Primary Textile Industries	(a) Man-Made and Filament Yarn Industry (b) Spun Yarn and Woven Cloth Industries (c) Broad Knitted Fabric Industry
	(8) Textile Products Industries	(a) Natural Fibres Processing and Felt Products Industry (b) Carpet, Mat and Rug Industry (c) Canvas and Related Products Industry (d) Other Textile Products Industries
	(9) Clothing Industries	(a) Men's and Boys' Clothing Industries (b) Women's Clothing Industries (c) Children's Clothing Industry (d) Other Clothing and Apparel Industries
	(10) Wood Industries	(a) Sawmill, Planing Mill and Shingle Mill Products Industries (b) Veneer and Plywood Industries (c) Sash, Door and Other Millwork Industries (d) Wooden Box and Pallet Industry (e) Coffin and Casket Industry (f) Other Wood Industries

Item	Column I	Column II
	Industrial Classification	Industrial Group Description
	(11) Furniture and Fixture Industries	(a) Household Furniture Industries
		(b) Office Furniture Industries
		(c) Other Furniture and Fixture Industries
	(12) Paper and Allied Products Industries	(a) Pulp and Paper Industries
		(b) Asphalt Roofing Industry
		(c) Paper Box and Bag Industries
		(d) Other Converted Paper Products Industries
	(13) Printing, Publishing and Allied Industries	(a) Commercial Printing Industries
		(b) Platemaking, Typesetting and Bindery Industry
		(c) Publishing Industries
		(d) Combined Publishing and Printing Industries
	(14) Primary Metal Industries	(a) Primary Steel Industries
		(b) Steel Pipe and Tube Industry
		(c) Iron Foundries
		(d) Non-Ferrous Metal Smelting and Refining Industries
		(e) Aluminum Rolling, Casting and Extruding Industry
		(f) Copper and Copper Alloy Rolling, Casting and Extruding Industry
		(g) Other Rolled, Cast and Extruded Non-Ferrous Metal Products Industries
	(15) Fabricated Metal Products Industries (Except Machinery and Transportation Equipment Industries)	(a) Power Boiler and Heat Exchanger Industry
		(b) Fabricated Structural Metal Products Industries
		(c) Ornamental and Architectural Metal Products Industries
		(d) Stamped, Pressed and Coated Metal Products Industries
		(e) Wire and Wire Products Industries
		(f) Hardware, Tool and Cutlery Industries
		(g) Heating Shop Industry
		(h) Machine Shop Industry
		(i) Other Metal Fabricating Industries

Item	Column I Industrial Classification	Column II Industrial Group Description
	(16) Machinery Industries (Except Electrical Machinery)	(a) Agricultural Implement Industry (b) Commercial Refrigeration and Air Conditioning Equipment Industry (c) Other Machinery and Equipment Industries
	(17) Transportation Equipment Industries	(a) Aircraft and Aircraft Parts Industry (b) Motor Vehicle Industry (c) Truck and Bus Body and Trailer Industries (d) Motor Vehicle Parts and Accessories Industries (e) Railroad Rolling Stock Industry (f) Shipbuilding and Repair Industry (g) Boatbuilding and Repair Industry (h) Other Transportation Equipment Industries
	(18) Electrical and Electronic Products Industries	(a) Small Electrical Appliance Industry (b) Major Appliance Industry (Electric and Non-Electric) (c) Electric Lighting Industries (d) Record Player, Radio and Television Receiver Industry (e) Communication and Other Electronic Equipment Industries (f) Office, Store and Business Machine Industries (g) Electrical Industrial Equipment Industries (h) Communications and Energy Wire and Cable Industry (i) Other Electrical Products Industries
	(19) Non-Metallic Mineral Products Industries	(a) Clay Products Industries (b) Hydraulic Cement Industry (c) Concrete Products Industries (d) Ready-Mix Concrete Industry (e) Glass and Glass Products Industries (f) Abrasives Industry (g) Lime Industry (h) Other Non-Metallic Mineral Products Industries

	Column I		Column II
Item	Industrial Classification		Industrial Group Description
		(20) Refined Petroleum and Coal Products Industries	(a) Refined Petroleum Products Industries (b) Other Petroleum and Coal Products Industries
		(21) Chemical and Chemical Products Industries	(a) Industrial Chemical Industries (b) Agricultural Chemical Industries (c) Plastic and Synthetic Resin Industry (d) Pharmaceutical and Medicine Industry (e) Paint and Varnish Industry (f) Soap and Cleaning Compounds Industry (g) Toilet Preparations Industry (h) Other Chemical Products Industries
		(22) Other Manufacturing Industries	(a) Scientific and Professional Equipment Industries (b) Jewellery and Precious Metal Industries (c) Sporting Goods and Toy Industries (d) Sign and Display Industry (e) Other Manufactured Products Industries
6.	CONSTRUCTION INDUSTRIES	(1) Building, Developing and General Contracting Industries	(a) Residential Building and Development (b) Non-Residential Building and Development
		(2) Industrial and Heavy (Engineering) Construction Industries	(a) Industrial Construction (Other Than Buildings) (b) Highway and Heavy Construction
		(3) Trade Contracting Industries	(a) Site Work (b) Structural and Related Work (c) Exterior Close-In Work (d) Plumbing, Heating and Air Conditioning, Mechanical Work (e) Mechanical Specialty Work (f) Electrical Work (g) Interior and Finishing Work (h) Other Trade Work
		(4) Service Industries Incidental to Construction	(a) Project Management Construction (b) Other Services Incidental to Construction

Item	Column I		Column II
	Industrial Classification		Industrial Group Description
7.	TRANSPORTATION AND STORAGE INDUSTRIES	(1) Transportation Industries	(a) Air Transport Industries (b) Service Industries Incidental to Air Transport (c) Railway Transport and Related Service Industries (d) Water Transport Industries (e) Service Industries Incidental to Water Transport (f) Truck Transport Industries (g) Public Passenger Transit Systems Industries (h) Other Transportation Industries (i) Other Service Industries Incidental to Transportation
		(2) Pipeline Transport Industries	(a) Pipeline Transport Industries
		(3) Storage and Warehousing Industries	(a) Grain Elevator Industry (b) Other Storage and Warehousing Industries
8.	COMMUNICATIONS AND OTHER UTILITY INDUSTRIES	(1) Communication Industries	(a) Telecommunication Broadcasting Industries (b) Telecommunication Carriers Industry (c) Other Telecommunication Industries (d) Postal and Courier Service Industries
		(2) Other Utility Industries	(a) Electric Power Systems Industry (b) Gas Distribution Systems Industry (c) Water Systems Industry (d) Other Utility Industries
9.	WHOLESALE TRADE INDUSTRIES	(1) Farm Products Industries, Wholesale	(a) Farm Products, Wholesale
		(2) Petroleum Products Industries, Wholesale	(a) Petroleum Products, Wholesale
		(3) Food, Beverage, Drug and Tobacco Industries, Wholesale	(a) Food, Wholesale (b) Beverage, Wholesale (c) Drugs and Toilet Preparations, Wholesale (d) Tobacco Products, Wholesale

Item	Column I Industrial Classification	Column II Industrial Group Description
	(4) Apparel and Dry Goods Industries, Wholesale	(a) Apparel, Wholesale (b) Dry Goods, Wholesale
	(5) Household Goods Industries, Wholesale	(a) Electrical and Electronic Household Appliances and Parts, Wholesale (b) Household Furniture, Wholesale (c) Household Furnishings, Wholesale
	(6) Motor Vehicle, Parts and Accessories Industries, Wholesale	(a) Motor Vehicles, Wholesale (b) Motor Vehicle Parts and Accessories, Wholesale
	(7) Metals, Hardware, Plumbing, Heating and Building Materials Industries, Wholesale	(a) Metal and Metal Products, Wholesale (b) Hardware and Plumbing, Heating and Air Conditioning Equipment and Supplies, Wholesale (c) Lumber and Building Materials, Wholesale
	(8) Machinery, Equipment and Supplies Industries, Wholesale	(a) Farm Machinery, Equipment and Supplies, Wholesale (b) Construction, Forestry and Mining Machinery, Equipment and Supplies, Wholesale (c) Industrial Machinery, Equipment and Supplies Wholesale (d) Electrical and Electronic Machinery, Equipment and Supplies, Wholesale (e) Other Machinery, Equipment and Supplies, Wholesale
	(9) Other Products Industries, Wholesale	(a) Waste Materials, Wholesale (b) Paper and Paper Products, Wholesale (c) Agricultural Supplies, Wholesale (d) Toys, Amusement and Sporting Goods, Wholesale (e) Photographic Equipment and Musical Instruments and Supplies, Wholesale (f) Jewellery and Watches, Wholesale (g) Industrial and Household Chemicals, Wholesale (h) General Merchandise, Wholesale (i) Other Products Wholesale

	Column I		Column II
Item	Industrial Classification		Industrial Group Description
10.	RETAIL TRADE INDUSTRIES	(1) Food, Beverage and Drug Industries, Retail	(a) Food Stores (b) Liquor, Wine and Beer Stores (c) Prescription Drugs and Patent Medicine Stores
		(2) Shoe, Apparel, Fabric and Yarn Industries, Retail	(a) Shoe Stores (b) Men's Clothing Stores (c) Women's Clothing Stores (d) Clothing Stores (e) Fabric and Yarn Stores
		(3) Household Furniture, Appliances and Furnishing Industries, Retail	(a) Household Furniture Stores (b) Appliance, Television, Radio and Stereo Stores (c) Household Furnishings Stores
		(4) Automotive Vehicles, Parts and Accessories Industries, Sales and Service	(a) Automobile Dealers (b) Recreational Vehicle Dealers (c) Gasoline Service Stations (d) Automotive Parts and Accessories Stores (e) Motor Vehicle Repair Shops (f) Other Motor Vehicle Services
		(5) General Retail Merchandising Industries	(a) General Retail Merchandising Industries
		(6) Other Retail Store Industries	(a) Book and Stationery Stores (b) Florists, Lawn and Garden Centres (c) Hardware, Paint, Glass and Wallpaper Stores (d) Sporting Goods and Bicycle Shops (e) Musical Instrument and Record Stores (f) Jewellery Stores and Watch and Jewellery Repair Shops (g) Camera and Photographic Supply Stores (h) Toy, Hobby, Novelty and Souvenir Stores (i) Other Retail Stores
		(7) Non-Store Retail Industries	(a) Vending Machine Operators (b) Direct Sellers

Item	Column I		Column II
	Industrial Classification		Industrial Group Description
11.	FINANCE AND INSURANCE INDUSTRIES	(1) Deposit Accepting Intermediary Industries	(a) Central Bank (b) Chartered Banks and Other Banking-Type Intermediaries (c) Trust Companies (d) Deposit Accepting Mortgage Companies (e) Credit Unions (f) Other Deposit Accepting Intermediaries
		(2) Consumer and Business Financing Intermediary Industries	(a) Consumer Loan Companies (b) Business Financing Companies
		(3) Investment Intermediary Industries	(a) Portfolio Investment Intermediaries (b) Mortgage Companies (c) Other Investment Intermediaries
		(4) Insurance Industries	(a) Life Insurers (b) Deposit Insurers (c) Property and Casualty Insurers
		(5) Other Financial Intermediary Industries	(a) Security Brokers and Dealers (b) Mortgage Brokers (c) Security and Commodity Exchanges (d) Other Financial Intermediaries
12.	REAL ESTATE OPERATOR AND INSURANCE AGENT INDUSTRIES	(1) Real Estate Operator Industries (Except Developers)	(a) Operators of Buildings and Dwellings (b) Other Real Estate Operators
		(2) Insurance and Real Estate Agent Industries	(a) Insurance and Real Estate Agencies
13.	BUSINESS SERVICE INDUSTRIES	(1) Business Service Industries	(a) Employment Agencies and Personnel Suppliers (b) Computer and Related Services (c) Accounting and Bookkeeping Services (d) Advertising Services (e) Architectural, Engineering and Other Scientific and Technical Services (f) Offices of Lawyers and Notaries (g) Management Consulting Services (h) Other Business Services

Item	Column I		Column II
	Industrial Classification		Industrial Group Description
14.	GOVERNMENT SERVICE INDUSTRIES	(1) Federal Government Service Industries	(a) Defence Services (b) Protective Services (c) Labour, Employment and Immigration Services (d) Foreign Affairs and International Assistance (e) General Administrative Services (f) Human Resource Administration (g) Economic Services Administration
		(2) Provincial and Territorial Government Service Industries	(a) Protective Services (b) Labour and Employment Services (c) General Administrative Services (d) Human Resource Administration (e) Economic Services Administration
		(3) Local Government Service Industries	(a) Protective Services (b) General Administrative Services (c) Human Resource Administration (d) Economic Services Administration
		(4) International and Other Extra-Territorial Government Service Industries	(a) International and Other Extra-Territorial Agencies
15.	EDUCATIONAL SERVICE INDUSTRIES	(1) Educational Service Industries	(a) Elementary and Secondary Education (b) Post-Secondary Non-University Education (c) University Education (d) Library Services (e) Museums and Archives (f) Other Educational Services

Item	Column I		Column II
	Industrial Classification		Industrial Group Description
16.	HEALTH AND SOCIAL SERVICE INDUSTRIES	(1) Health and Social Service Industries	(a) Hospitals (b) Other Institutional Health and Social Services (c) Non-Institutional Health Services (d) Non-Institutional Social Services (e) Offices of Physicians, Surgeons and Dentists, Private Practice (f) Offices of Other Health Practitioners (g) Offices of Social Services Practitioners (h) Medical and Other Health Laboratories (i) Health and Social Service Associations and Agencies
17.	ACCOMMODATION, FOOD AND BEVERAGE SERVICE INDUSTRIES	(1) Accommodation Service Industries	(a) Hotels, Motels and Tourist Courts (b) Lodging Houses and Residential Clubs (c) Camping Grounds and Travel Trailer Parks (d) Recreation and Vacation Camps
		(2) Food and Beverage Service Industries	(a) Food Services (b) Taverns, Bars and Night Clubs
18.	OTHER SERVICE INDUSTRIES	(1) Amusement and Recreational Service Industries	(a) Motion Picture, Audio and Video Production and Distribution (b) Motion Picture Exhibition (c) Theatrical and Other Staged Entertainment Services (d) Commercial Spectator Sports (e) Sports and Recreation Clubs and Services (f) Gambling Operations (g) Other Amusement and Recreational Services
		(2) Personal and Household Service Industries	(a) Barber and Beauty Shops (b) Laundries and Cleaners (c) Funeral Services (d) Private Households (e) Other Personal and Household Services

Item	Column I Industrial Classification	Column II Industrial Group Description
	(3) Membership Organization Industries	(a) Religious Organizations (b) Business Associations (c) Professional Membership Associations (d) Labour Organizations (e) Political Organizations (f) Civic and Fraternal Organizations
	(4) Other Service Industries	(a) Machinery and Equipment Rental and Leasing Services (b) Automobile and Truck Rental and Leasing Services (c) Photographers (d) Other Repair Services (e) Services to Buildings and Dwellings (f) Travel Services (g) Other Services

SCHEDULE V

(Paragraphs 15(1)(b))

Table of Salary Sections

$70,000 and over
$65,000 - $69,999
$60,000 - $64,999
$55,000 - $59,999
$50,000 - $54,999
$45,000 - $49,999
$40,000 - $44,999
$35,000 - $39,999
$30,000 - $34,999
$27,500 - $29,999
$25,000 - $27,499
$22,500 - $24,999
$20,000 - $22,499
$17,500 - $19,999
$15,000 - $17,499
$12,500 - $14,999
$10,000 - $12,499
$ 7,500 - $ 9,999
$ 5,000 - $ 7,499
$ 2,500 - $ 4,999
$ 0 - $ 2,499

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EMPLOYER'S HANDBOOK:

REPORTING ON EMPLOYMENT EQUITY

Canada Employment and Immigration Commission.
Employment Equity Branch.
August, 1986.

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- Salary Summary Forms 3A, 3B, 3C Page 17
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EMPLOYER'S HANDBOOK: INTRODUCTION

This booklet is designed to help federally regulated employers fulfill the requirements of the Employment Equity Act. The forms to be used in making the yearly report are provided by the Canada Employment and Immigration Commission.

Employment Equity results are to be reported by broad levels, such as industrial sector, geographic locations (national, provincial/territorial and eight Census Metropolitan Areas), and employee status (permanent full-time, permanent part-time and temporary). You are asked to report the number of designated group member employees and the number of all employees by broad occupational groups and salary ranges, as well as changes within your total work force (hirings, promotions and terminations). There are five Employer Information forms to be used in reporting this information.

Your first Employment Equity Report is due on or before June 1, 1988 and covers the previous calendar year. Please see page 20 of this booklet for the address to which reports should be sent.

You are encouraged to provide an **executive summary** of no more than four pages, attached to your reporting forms, to explain the data information, and any Employment Equity measures you are taking which cannot be provided numerically on the forms. You may wish to describe or enumerate other factors affecting your results; for example, special efforts at recruitment, training programs, or periods of unusual economic constraint or growth.

EXPLANATION OF REPORTING LEVELS

There are six standard forms. They are:

Form number	Form title
1	Employment Equity: Employer Identification, Report Summary and Certification of accuracy.
2	Occupational Groups.
3	Salary Summary.
4	Hired.
5	Promoted.
6	Terminated.

All employers complete the "Employer Identification, Report Summary and Certification of Accuracy" form once. Three variables determine how many times the five Employee Information forms are to be completed. These are: industrial sector, geographic location and employment status.

Industrial sector

Most employers operate in one industrial sector, and will report only for that industrial sector (see Schedule IV and Technical Reference Paper 4).
If you operate in more than one industrial sector, you report by each industrial sector where there are 1,000 or more employees. If there are fewer than 1,000 employees in any other industrial sector(s) (see form 1), include them in the report on the employees in your largest industrial sector (the exception is form 1, where the actual number of employees in each industrial sector is recorded).

For example, an employer with 3,000 employees in railway transport, 1,000 employees in air transport and 500 employees in trucking completes one set of forms for those in railway transport, and another set of forms for those in air transport. The 500 employees in trucking are included with those employees reported for the railway transport industrial sector.

Geographic locations

As well, you complete Employee Information forms on employees according to specified locations. These are: national, provincial/territorial, and Designated Census Metropolitan Areas (i.e. Vancouver, Edmonton, Calgary, Regina, Winnipeg, Toronto, Montréal and Halifax).

Every employer completes the five Employee Information forms for the total number of employees across Canada, for each employment status.

In addition, for each and every province/territory in which 100 or more employees are located, the employer completes the five forms by each employment status.

If you have 100 or more employees in any of the eight Designated Census Metropolitan Areas you complete the Occupational Groups form for permanent full-time and permanent part-time employees.

Employment status

You also report on employees according to three employment status categories:
- permanent full-time
- permanent part-time
- temporary.

"Employee" refers to any individual in an employer-employee relationship who works in return for monetary payment and may include, but is not necessarily limited to, any individual who is an employee for whom a Revenue Canada T4 Supplementary or T4A supplementary form is completed.

The descriptions for each employment status are contained in Regulations, Subsection 2(1) and short versions are:

Permanent Full-time Employee - An employee who works the standard number of hours, and whose duration of employment is indeterminate and without an agreed termination date. Employees considered permanent or regular employees are in this category.

Permanent Part-time Employee - An employee who works fewer than the standard number of hours per pay period and whose tenure of employment is indeterminate and without an agreed termination date.

Temporary Employee (includes seasonal employees) - An employee whose time of employment is fixed by the employer at the time of recruitment. Employment is for a specified period or periods of work time during 12 weeks or more with the employer during the calendar year. Exceptions are: summer students, casual employees (those who work less than 12 weeks), agency personnel.

Separate forms are provided for each employment status.

Complete the forms for temporary employees only if temporary employees constitute 20% or more of your work force. (The percentage of temporary employees is calculated on the date of the reporting year when the greatest number of such employees were present in your work force.)

Examples of numbers of forms to be completed

Case A.

- Operating in one industrial sector
- Permanent full-time employees only
- 100 or more employees located in one province
- No employees in any of the eight Census Metropolitan Areas.

Location	Employee status	No. of forms
Total employee summary (National)	Employer Identification form	1
	5 Information forms for permanent full-time employees	5
Province/Territory	Same as national (above)	-
Census Metropolitan Area	Not applicable	-
	Total:	6

Case B.

- Operating in one industrial sector
- 100 or more employees in three provinces/territories
- 100 or more employees in two Census Metropolitan Areas
- Both permanent full-time and permanent part-time employees

Location	Employee status	No. of forms
Total employee summary (National)	Employer Identification form	1
	5 Information forms for permanent full-time and permanent part-time employees	10
3 Provinces/Territories	5 information forms x 3 provinces/territories for permanent full-time and permanent part-time employees	30
2 Census Metropolitan Areas	1 Information form x 2 CMAs permanent full-time and permanent part-time employees	4
	Total:	45

SCHEDULES AND TECHNICAL REFERENCE PAPERS

The Regulations include five Schedules: Schedules I, III, IV and V are to be used in completing the forms contained in Schedule II.

I) Designated Census Metropolitan Areas
List of the eight designated urban centers.

II) Reporting forms
Complete set of Employment Equity forms, including the Employer Identification, Report Summary and Certification of Accuracy" form and the five Employee Information forms, for each employment status.

III) Occupational groups
List of the twelve Occupational Groups and the Standard Occupational Classification job titles which are included in each Occupational Group.

IV) Industrial Sectors
List of Industrial Group Classification titles taken from Statistic Canada's Standard Industrial Classification.

V) Table of Salary Sections
Mini-ranges to be used in reporting salary ranges on the Occupational Groups form.

Additional information is provided in four Technical Reference Papers:

1) Geographic Location Maps for Employment Equity Reports
Eight area maps of the Census Metropolitan Areas for your use in determining whether or not your business operates in a reporting Census Metropolitan Area.

2) Identifying Designated Groups for Employment Equity Reports
Provides categories and examples of Aboriginal peoples, persons with disabilities, and persons who are in a visible minority in Canada.

3) Occupational Groups for Employment Equity Reports
Provides descriptions and examples of the twelve Occupational Groups, and the occupational unit codes by numerical order for your use in assigning employee jobs or positions to the Occupational Groups.

4) Industrial Classification for Employment Equity Reports
Explains how to use Schedule IV of the Regulations, and makes reference to other sources of information about industrial sectors.

Both the five Schedules and the four Technical Reference Papers are included in the package of Employment Equity Information, and are available from your nearest CEIC Regional Employment Equity Consultative Services (See page 20 of this booklet).

EMPLOYMENT EQUITY REPORTING FORMS

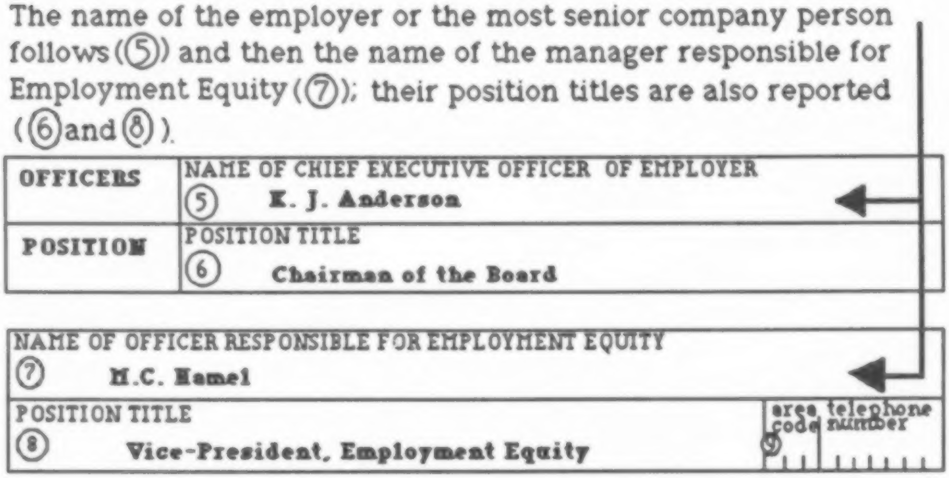
Employment Equity form 1: Employer Identification, Report Summary and Certification of Accuracy

This form is completed only once by every employer, for each report.

The first part is the employer identification. Fill in your company's legal name, and also add the name commonly used. For example, your legal title may be: "Acme Canada Company, Limited". But your common name is: "Acme Co.". Please fill in both names.

The address giving the location of the headquarters office comes next; then fill in the mailing address.

The name of the employer or the most senior company person follows (⑤) and then the name of the manager responsible for Employment Equity (⑦); their position titles are also reported (⑥ and ⑧).



OFFICERS	NAME OF CHIEF EXECUTIVE OFFICER OF EMPLOYER ⑤ **K. J. Anderson**
POSITION	POSITION TITLE ⑥ **Chairman of the Board**

NAME OF OFFICER RESPONSIBLE FOR EMPLOYMENT EQUITY
⑦ **H.C. Hamel**

POSITION TITLE
⑧ **Vice-President, Employment Equity**

⑨ area code telephone number

Note: National, rather than local personnel should be indicated. For example, a bank would name the President and the Headquarter's executive officer who is responsible for

Employment Equity.

The last box of the Identification Section should indicate the Headquarter's telephone area code and number of the executive officer responsible for Employment Equity.

Next comes the report summary section. All employers complete the first line (⑩); if you have employees in any other industrial sector, please report the industrial sector and the number of employees in each industrial sector. (See Regulations, Section 12, Schedule IV and Technical Reference Paper 4).

Note: For all other forms, employers need report by separate industrial sector only if there are 1,000 or more employees in each sector. This summary form is the exception.

INDUSTRIAL SECTORS	INDUSTRIAL SECTOR 1 ⑩	**Railway transport**	No.of employees **5,212**
	INDUSTRIAL SECTOR 2 ⑪	**Air transport**	No.of employees **1,666**
	INDUSTRIAL SECTOR 3 ⑫	**Trucking**	No.of employees **549**
	INDUSTRIAL SECTOR 4 ⑬		No.of employees

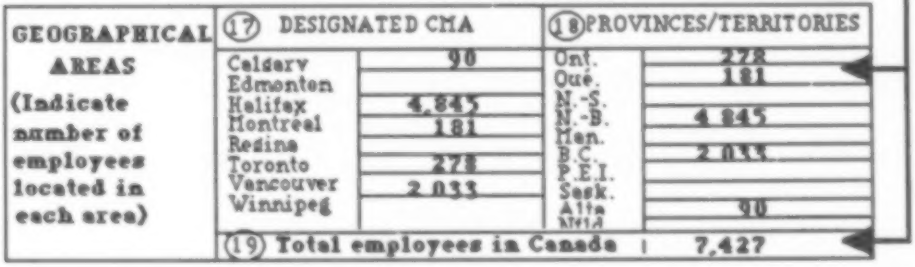
Refer to Schedule IV and Technical Reference Paper 4 to identify your industrial group title and record your industrial group on the form. Then report the number of employees in each industrial sector.

Underneath, the status of all your employees is to be listed; in the first box, put the total number of your permanent full-time employees, followed by the total number of permanent part-time employees, and in the third box your total number of temporary employees.

EMPLOYMENT STATUS CATEGORIES	⑭ Number of permanent full-time employees	⑮ Number of permanent part-time employees	⑯ Number of temporary employees
	5,323	1,033	1,071

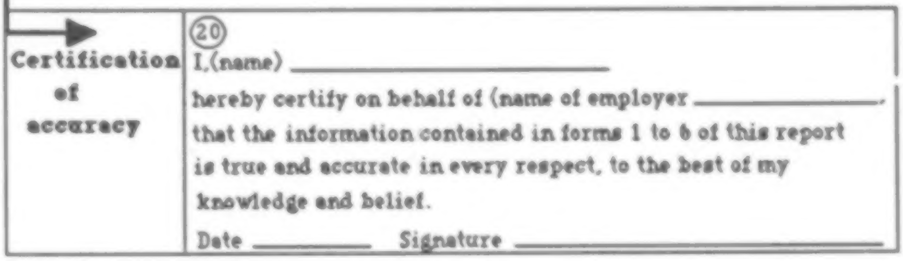
Beside this section, you will see the box asking where your employees are located. You record the number of employees present in each designated C.M.A.(⑰), province or territory (⑱)and put down the total for Canada in the space provided⑲.

Note: The total number of employees should be recorded in each C.M.A., province/territory whether or not other forms in your report have been completed at that level; that is, whether or not there are 100 or more employees per location.



GEOGRAPHICAL AREAS (Indicate number of employees located in each area)	⑰ DESIGNATED CMA		⑱PROVINCES/TERRITORIES	
	Calgary	90	Ont.	278
	Edmonton		Qué.	181
	Halifax	4,845	N.-S.	
	Montreal	181	N.-B.	4 845
	Regina		Man.	
	Toronto	278	B.C.	2 033
	Vancouver	2 033	P.E.I.	
	Winnipeg		Sask.	
			Alta	90
			Nfld	
	⑲ Total employees in Canada			7,427

Next comes the legal statement, where the employer certifies the reported information is complete and accurate (⑳). This should be signed by the Chief Executive Officer who will take legal responsibility for the accuracy of the submitted information.



Certification of accuracy

⑳

I,(name) ____________________

hereby certify on behalf of (name of employer ____________________,

that the information contained in forms 1 to 6 of this report is true and accurate in every respect, to the best of my knowledge and belief.

Date __________ Signature ____________________

Remember that the information contained in the report is always for the preceding calendar year, from January to December. Your first report will be due on June 1, 1988, and will cover January to December 1987.

Occupational Groups forms 2A, 2B, 2C

The Occupational Groups form collects information on the number of permanent full-time (form 2A), permanent part-time (form 2B), and temporary employees (form 2C) by their Occupational Groups and corresponding salary ranges. Separate forms for each employee status are provided, namely, 2A, 2B and 2C.

Two major tasks will be necessary in order to complete the Occupational Groups form: the first step is to sort your employees to fit the form's twelve Occupational Groups and the second step is to determine the corresponding salary ranges for the employees present in those Occupational Groups.

Firstly, you need to identify which occupational titles in your work force fall within each of the twelve Employment Equity Occupational Groups. This means that it is necessary to relate the jobs or positions held by your employees to those described in Schedule III. Additional information is provided in the Technical Reference Paper 3 entitled "Occupational Groups for Employment Equity Reports". Once you have matched up your particular positions with those listed in Schedule III, you use this information to determine which employees are to be reported in each of the twelve Occupational Groups listed on the form.

Example:

TITLE OF POSITION	OCCUPATIONAL GROUP FORM SCHEDULE III
Travel Clerks, Ticket, Station and Freight Agents.	Clerical Workers
Janitors, Charworkers and Cleaners.	Other Manual Workers
Truck Drivers.	Semi-Skilled Manual Workers

Secondly, once the employees have been assigned to the appropriate Occupational Group, you report the number of employees within each Occupational Group by ranking them within four quarters of the salary range for that Occupational Group. The ranking is done on the basis of each employee's annual salary.

In making salary calculations, the following steps are necessary:

Steps	Example
List employees within each Occupational Group by salary, from highest to lowest. Annualization may be necessary. See note on page 14.	Employee A $40,000 Employee B $33,000 Employee C $29,000 Employee D $20,000
For each Occupational Group, subtract lowest salary from highest salary.	$40,000 -20,000 $20,000 = difference between highest and lowest salaries.
Divide the difference between highest and lowest salary by four to obtain the width of each Quarter.	$20,000 / 4 = $5,000 = width of each quarter.
The bottom of Quarter 1 is the lowest salary. Find the top of Quarter 1 by adding the width of the Quarter to the lowest salary; Determine the top and bottom of Quarters 2, 3 and 4 by: 1) adding $1.00 to the top of preceding Quarter to determine the bottom of the next Quarter. 2) adding the width of the Quarter to the top of the preceding Quarter. This is the top of the next Quarter. Note: the top and bottom for each Quarter are not reported. They are needed only for calculations.	Quarter 4 I 35,001 I 40,000 3 I 30,001 I 35,000 2 I 25,001 I 30,000 1 I 20,000 I 25,000

Group employees into the salary Quarter according to annual salaries.

Fill in the numbers of employees of each type, designated groups and others, by salary quarter for each Occupational Group.

Quarter		
4	I	Employee A
3	I	Employee B
2	I	Employee C
1	I	Employee D

Occupational Groups	Top and bottom of salary range Col.1	Quarter	All employees Total number Col.2	All employees Men Col.3	All employees Women Col.4	Aboriginal people Total number Col.5	Aboriginal people Men Col.6	Aboriginal people Wom Col.
Upper-level managers		4						
		3						
		2						
		1						
Middle or other managers	▨	4	12	3	9			
		3	32	7	25			
	▨	2	28	9	19			
		1	22	10	12			

For privacy purposes, the actual top and bottom of the total salary range for each Occupational Group is not reported. The correct method to fill this column is shown on page 16.

In order to determine the number of employees to be reported in each Quarter, use the actual salary earned by each employee during the last calendar year.

Note: There will be certain circumstances when a permanent full-time or permanent part-time employee's actual salary should not be used. These circumstances occur when an employee was not available to work the full year and has therefore not been paid his/her full salary for the year.
- Staffing actions: such as hiring, promotion or termination which mean that an employee did not work in the job for the complete year.
- Workers who were absent from work for some of the calendar year on unpaid leave of absence, including sick leave, parental leave, personal leave and educational leave. If an employee has been absent from work for the full calendar year, do not include

this employee on the report forms.

In these cases, you should determine what each employee would have earned if he/she had worked for the full period of the calendar year; in other words, you now determine the annual equivalent of the salary.

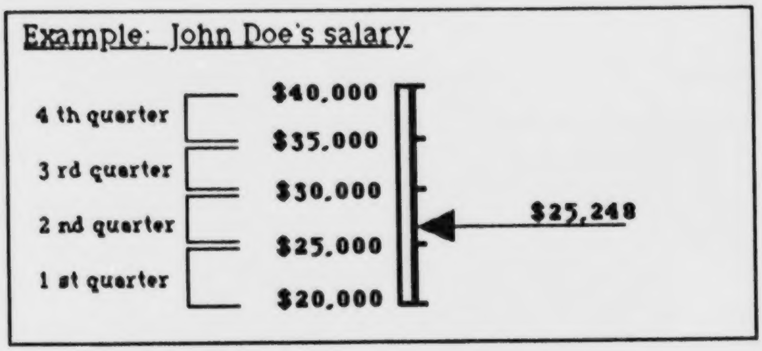
Note: Temporary employees are always reported on the basis of their actual earnings; such earnings are never annualized.

Example:

Your records show that John Doe, a full-time permanent employee, is paid, before deductions, $1,052.00 per pay on a bi-monthly basis. But he was absent for three months on parental leave. There are 24 pay periods during the year. In order to calculate J. Doe's annual equivalent salary, take his bi-monthly pay and multiply by 24 .

Bi-monthly salary		Bi-monthly number of pays during year		Annual equivalent salary
$1,052.00	X	24	=	$25,248.00

We have now determined that John Doe's annual salary is $25,248.00 per annum. From our previous example, we can see that John Doe's salary falls into the second quarter of the $20,000-$40,000 salary range.



Once the process of recording the number of employees in each salary Quarter is completed, you turn finally to column 1 of the Occupational Groups form, which requests information about the top and bottom of each salary range. To complete column 1,

- identify the highest salary and the lowest salary for each Occupational Group;
- turn to Schedule V, Table of Salary Sections, and determine which salary section includes the highest salary and which salary section includes the lowest salary;
- report the salary range for each Occupational Group by using the appropriate salary sections.

In the example given, the range is from $20,000 to $40,000. In Schedule V, you will find that those values fall in the $20,000 to $22,499 and $40,000 to $44,999 sections. Use those sections to report the top and bottom of salary range

Occupational groups	Top and bottom of salary range	Quarter	All employees			Aboriginal people		
			Total number	Men	Women	Total number	Men	Wom
	Col.1		Col.2	Col.3	Col.4	Col.5	Col.6	Col.
Upper-level managers		4						
		3						
		2						
		1						
Middle or other managers	40,000-44,499	4	12	3	9			
		3	32	7	25			
	20,000-22,499	2	28	9	19			
		1	22	10	12			

Another example would be salaries ranging from $14,302 to $22,745 for a given Occupational Group. The reported top and bottom values in this case would be: $12,500 - $14,999 bottom, $22,500 - $24,999 top.

Exception: If the lowest salary in an Occupational Group is $70,000 or over, you leave blank the space on Form 2 for indicating the top of the salary range, and report only the bottom of the range.

Final notes on forms 2A, 2B and 2C

- Designated group totals may not represent the actual number of your employees. This is because individuals may be counted twice or more for designated group membership. For example, a woman who is also disabled will be shown as a member of two designated groups. Similarly, a visible minority woman with a disability will appear in the totals column as a member of three designated groups.

- Remember that all employees means the total population of your workforce, not just the sum of your designated group membership.

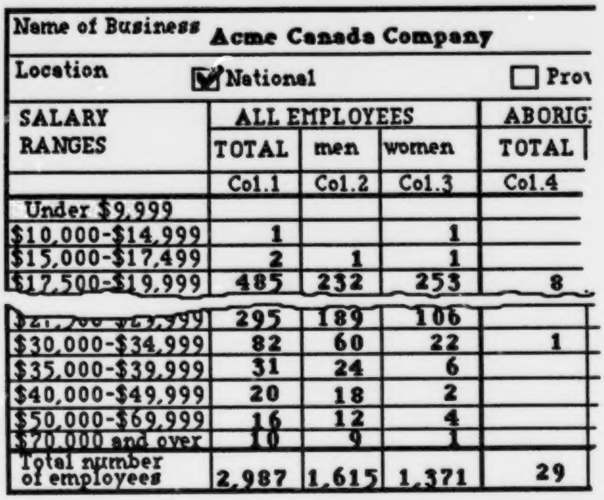
- It may happen that your employees have been in a strike or layoff situation for a certain period during the calendar year. In this case, record the affected employees by actual salaries; you may write a line at the bottom of the form to explain the presence of salaries that are lower than normal due to a strike or layoff situation.

Salary Summary Forms 3A, 3B, 3C

This form shows the number of employees in specified salary bands. Separate forms are provided for each of permanent full-time, permanent part-time and temporary employees.

Note: The thirteen salary bands on each form differ according to employee status. You will see that the forms for permanent part-time (3B) and temporary employees (3C) show lower bands than permanent full-time (3A) because of expected differences in income levels.

Using the salary information collected for the Occupational Groups Form (2A, 2B, 2C), you now record the number of employees whose salaries fall within each salary band. This is done for all employees: men, women, and each of the other designated groups, by sex and totals.



Name of Business **Acme Canada Company**

Location ☑ National ☐ Prov

SALARY RANGES	ALL EMPLOYEES			ABORIG
	TOTAL	men	women	TOTAL
	Col.1	Col.2	Col.3	Col.4
Under $9,999				
$10,000-$14,999	1		1	
$15,000-$17,499	2	1	1	
$17,500-$19,999	485	232	253	8
[illegible]	295	189	106	
$30,000-$34,999	82	60	22	1
$35,000-$39,999	31	24	6	
$40,000-$49,999	20	18	2	
$50,000-$69,999	16	12	4	
$70,000 and over	10	9	1	
Total number of employees	2,987	1,615	1,371	29

Hired, Promoted and Terminated: forms 4A, 4B, 4C, 5A, 5B, 5C, 6A, 6B, 6C

The next three forms ask for the number of employees who have been hired, promoted and terminated during the calendar year for which you are reporting. Complete definitions are contained in Regulations, Subsection 2(2) and short versions are:

Employees hired: means those employees who were taken on strength during the reporting period.

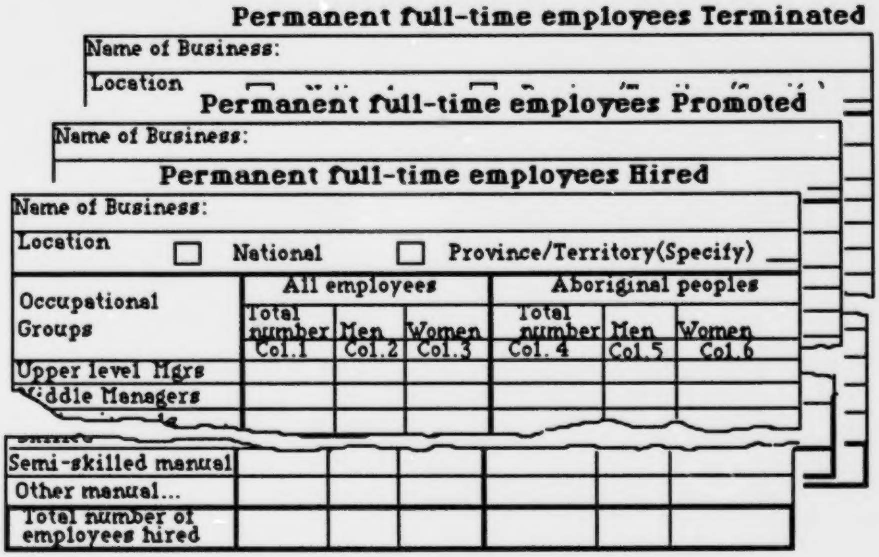
Employees promoted: means any employee who has permanently moved during a reporting period from one position to another in your work force, and now has:

- a higher salary or salary range than that of the previous position and
- a higher ranking in your business hierarchy.

Employees who have been promoted are to be reported in the Occupational Group to which they most recently were promoted.

Employees terminated: means any employee who has retired, resigned or been dismissed during a reporting period.

These sets of Hired, Promoted and Terminated forms collect data on employees by the twelve Occupational Groups. The work of sorting your company positions into the twelve Occupational Groups has already been completed. In this instance, you record all staffing actions on hiring, promotions and terminations for the calendar year. This is done for all employees: men, women, Aboriginal peoples, by gender, persons with disabilities, by gender, and members of visible minorities, by gender.



Permanent full-time employees Terminated

Name of Business:

Location

Permanent full-time employees Promoted

Name of Business:

Permanent full-time employees Hired

Name of Business:

Location ☐ National ☐ Province/Territory(Specify) ____

Occupational Groups	All employees			Aboriginal peoples		
	Total number Col.1	Men Col.2	Women Col.3	Total number Col. 4	Men Col.5	Women Col.6
Upper level Mgrs						
Middle Managers						
Semi-skilled manual						
Other manual...						
Total number of employees hired						

Please make sure that your typing or printing of the forms is clear, easily read and dark enough to provide good copies.

Send the completed forms to:

The Employment Equity Branch
Employment and Immigration Canada
140 Promenade du Portage
Phase IV, 5th Floor
Ottawa/Hull
K1A 0J9

Additional Employment Equity information is available and includes:

- The Employment Equity Act
- Regulations and Schedules
- "Employment Equity: A Guide for Employers"
- Technical Reference Papers:
  - Industrial Classifications for Employment Equity Reports
  - Geographic Location maps for Employment Equity Reports
  - Occupational Groups for Employment Equity
  - Identifying Designated Groups for Employment Equity

As well, the following Employment Equity Consultants of Canada Employment and Immigration can answer your questions on any aspect of Employment Equity reporting or provide assistance and advice on your Employment Equity activities.

NATIONAL HEADQUARTERS
Director General, (819) 994-4655
Employment Equity Branch,
140 Promenade du Portage
Phase IV, 5 th Floor
Ottawa/Hull
K1A 0J9

NEWFOUNDLAND
Employment Equity (709) 772-2295
Consultant,
167 Kenmount Road
P.O. Box 12051
St. John's, Newfoundland
A1B 3Z4

PRINCE EDWARD ISLAND
Special Services and (902) 566-7677
Employment Equity
Consultant,
85 Fitzroy Street
Charlottetown, P.E.I.
C1A 1R6

NOVA SCOTIA
Employment Equity (902) 426-6825
Consultant,
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4

NEW BRUNSWICK
Employment Equity (506) 452-3779
Consultant,
565 Priestman Street
P.O. Box 2600
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E3B 5V6

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Employment Equity
Coordinator,
1441 rue St. Urbain
Montréal, Québec
H2X 2M6
(514) 283-7161

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Chief, Employment
Equity,
264 Adelaide Street East
Main Floor
Toronto, Ontario
M5A 1N1
(416) 973-3755

MANITOBA

Employment Equity
Consultant,
Eaton Place
710-330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9
(204) 949-4547

SASKATCHEWAN

Employment Equity
Consultant,
2101 Scarth Street
Room 600
Regina, Saskatchewan
S4P 2H9
(306) 780-5258

ALBERTA

Employment Equity
Consultant,
9925-109th Street
Edmonton, Alberta
T5K 2J8
(403) 420-2416

BRITISH COLUMBIA

Chief, Employment
Equity,
1055 West Georgia Street
P.O. Box 11145
Vancouver, British Columbia
V6E 2P8
(604) 666-6569

D

EMPLOYMENT EQUITY

TECHNICAL REFERENCE PAPERS

TECHNICAL REFERENCE PAPER NO. 1 : GEOGRAPHIC LOCATION MAPS FOR EMPLOYMENT EQUITY REPORTS

Employment Equity reports are to be submitted according to geographic locations, depending upon the number of employees at each location, as specified in the Regulations: national (all Canada); provincial or territorial; and eight selected Census Metropolitan Areas (Vancouver, Edmonton, Calgary, Regina, Winnipeg, Toronto, Montreal and Halifax). The CMAs are geographically greater than the precise city limits, defined by the Standard Geographic Classification codes used by Statistics Canada as follows:

> Census Metropolitan Area (CMA) refers to the main labour market area of an urbanized core (or continuously built-up area) having 100,000 or more population. CMAs are created by Statistics Canada and are usually known by the name of the urban area forming their urbanized core. They contain whole municipalities (or Census subdivisions). CMAs are comprised of (1) municipalities completely or partly inside the urbanized core; and (2) other municipalities if (a) at least 40% of the employed labour force living in the municipality works in the urbanized core, or (b) at least 25% of the employed labour force working in the municipality lives in the urbanized core.
>
> Since a CMA must contain whole Census subdivisions, its limits may fall within, or extend beyond, the actual labour market area. The differences may be significant in those parts of Canada where Census subdivisions cover particularly large areas of land. Census Metropolitan Areas may also differ from Metropolitan Areas designated by local authorities for planning or other purposes.

Attached are (1) the reference maps for each of the eight selected CMAs, and (2) lists of the municipalities to be included in each.

In preparing for Employment Equity reports, employers should determine whether any part of their business operations is located within any municipality or census subdivision contained in each CMA along with the number of employees (permanent full-time and permanent part-time as well as temporary) working in or based at these locations. These are essential steps in order to prepare for completing the required forms.

If in doubt, refer to Statistics Canada's publications #99-918, Census Metropolitan Areas and Census Agglomeration Components, and #99-907, Reference Maps, Census Divisions and Subdivisions.

Employment and Immigration Canada
Employment Equity Branch
August 1986

2. MUNICIPALITIES OR CENSUS SUBDIVISIONS IN CMA'S

Selected Census Metropolitan Areas (Alphabetical order)	Municipalities, Unorganized Territories or Indian Reserves Included in CMAs	
	Name	Type
Calgary, Alberta	Calgary	City
Edmonton, Alberta	Alexander	Reserve
	Bon Accord	Town
	Edmonton	City
	Fort Saskatchewan	Town
	Gibbons	Town
	Legal	Village
	Morinville	Town
	Redwater	Town
	St. Albert	City
	Strathcona County # 20	County
	Sturgeon # 90	Municipal District
Halifax, Nova Scotia	Bedford	Town
	Cole Harbour 30	Reserve
	Dartmouth	City
	Halifax	City
	Halifax, Subd. A	Subdivision of County
	Halifax, Subd. B	Subdivision of County
	Halifax, Subd. C	Subdivision of County
	Halifax, Subd. D	Subdivision of County
	Halifax, Subd. E	Subdivision of County
	Shubenacadie 13	Reserve
Montréal, Québec	Anjou	Ville
	Baie-D'Urfe	Ville
	Beaconsfield	City/Cité
	Beloeil	Ville
	Blainville	Ville
	Bois-des-Filion	Ville
	Boisbriand	Ville
	Boucherville	Ville
	Brossard	Ville
	Candiac	Ville

...cont'd

Selected Census Metropolitan Areas (Alphabetical order)	Municipalities, Unorganized Territories or Indian Reserves Included in CMAs	
	Name	Type
Montréal (cont'd)	Carignan	Ville
	Chambly	Ville
	Charlemagne	Ville
	Chateauguay	Ville
	Côte-Saint-Luc	City/Cité
	Delson	Ville
	Deux-Montagnes	City/Cité
	Dollard-des-Ormeaux	Ville
	Dorion	Ville
	Dorval	City-Cité
	Greenfield Park	Ville
	Hampstead	Ville
	Hudson	Ville
	Ile Dorval	Ville
	Ile-Cadieux	Ville
	Ile-Perrot	Ville
	Kahnawake 14	Réserve
	Kirkland	Ville
	La Prairie	Ville
	Lachenaie	Ville
	Lachine	Ville
	Lasalle	City-Cité
	Laval	Ville
	Le Gardeur	Ville
	LeMoyne	Ville
	Lery	Ville
	Longueuil	Ville
	Lorraine	Ville
	Mascouche	Ville
	McMasterville	Village
	Mercier	Ville
	Mont-Royal	Ville
	Mont-Saint-Hilaire	Ville
	Montreal	Ville
	Montreal-est	Ville
	Montreal-nord	Ville
	Montreal-ouest	Ville
	Notre-Dame-de-bon-Secours	Paroisse
	Notre-Dame-de-l'ile-Perrot	Paroisse

...cont'd

Selected Census Metropolitan Areas (Alphabetical order)	Municipalities, Unorganized Territories or Indian Reserves Included in CMAs	
	Name	Type
Montréal (cont'd)	Oka	Paroisse
	Oka	Sans désignation (Municipalité)
	Oka 16	Réserve
	Oka-sur-le-lac	Ville
	Otteburn Park	Ville
	Outremont	Ville
	Pierrefonds	Ville
	Pincourt	Ville
	Pointe-aux-Trembles	Ville
	Pointe-Calumet	Village
	Pointe-Claire	Ville
	Pointe-du-Moulin	Ville
	Repentigny	Ville
	Richelieu	Ville
	Rosemere	Ville
	Roxboro	Ville
	Saint-Amable	Paroisse
	Saint-Basile-le-Grand	Ville
	Saint-Bruno-de-Montarville	Ville
	Saint-Constant	Ville
	Saint-Eustache	Ville
	Saint-Hubert	Ville
	Saint-Jean-de-Dieu	Paroisse
	Saint-Joseph-du-lac	Paroisse
	Saint-Lambert	Ville
	Saint-Laurent	Ville
	Saint-Lazare	Paroisse
	Saint-Leonard	Ville
	Saint-Louis-de-Terrebonne	Paroisse
	Saint-Mathias	Paroisse (Municipalité de)
	Saint-Mathieu	Sans désignation (Municipalité)
	Saint-Mathieu-de-Beloeil	Paroisse
	Saint-Philippe	Paroisse
	Saint-Pierre	Ville
	Saint-Raphael-de-l'Ile-Bizard	Paroisse
	Saint-Sulpice	Paroisse
	Sainte-Anne-de-Bellevue	Ville
	Sainte-Anne-des-Plaines	Paroisse

...cont'd

Selected Census Metropolitan Areas (Alphabetical order)	Municipalities, Unorganized Territories or Indian Reserves Included in CMAs	
	Name	Type
Montréal (cont'd)	Sainte-Catherine	Ville
	Sainte-Geneviève	Ville
	Sainte-Julie	Ville
	Sainte-Marthe-sur-le-Lac	Ville
	Sainte-Thérèse	Ville
	Senneville	Village
	Terrasse-Vaudreuil	Sans désignation (Municipalité)
	Terrebonne	Ville
	Varennes	Ville
	Vaudreuil	Ville
	Vaudreuil-sur-le-Lac	Village
	Verdun	City/Cité
	Westmount	City/Cité
Regina, Saskatchewan	Regina	City
	Sherwood No. 159	Rural Municipality
Toronto, Ontario	Ajax	Town
	Aurora	Town
	Brampton	City
	Caledon	Town
	East Gwillimbury	Town
	East York	Borough
	Etobicoke	Borough
	King	Township
	Markham	Town
	Mississauga	City
	Newmarket	Town
	North York	City
	Oakville	Town
	Pickering	Town
	Richmond Hill	Town
	Scarborough	Borough
	Toronto	City
	Vaughan	Town
	Whitchurch-Stouffville	Town
	York	Borough

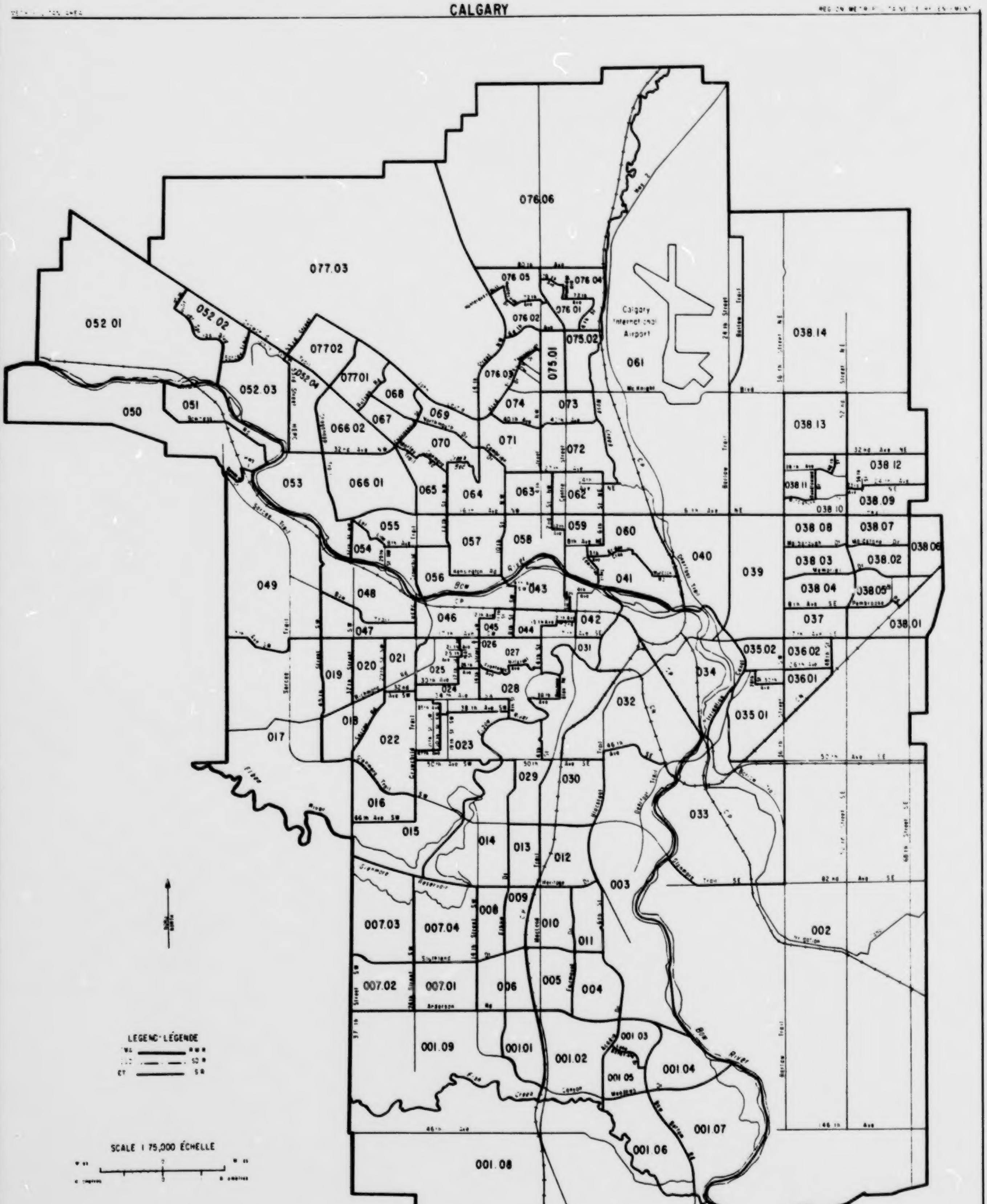
...cont'd

Selected Census Metropolitan Areas (Alphabetical order)	Municipalities, Unorganized Territories or Indian Reserves Included in CMAs	
	Name	Type
Vancouver, British Columbia	Barnston Island 3	Reserve
	Belcarra	Village
	Burnaby	District
	Burrard Inlet 3	Reserve
	Capilano 5	Reserve
	Coquitlam	District
	Coquitlam 1	Reserve
	Coquitlam 2	Reserve
	Delta	District
	Greater Vancouver, Subd. A	Subdivision of Regional District
	Katzie 1	Reserve
	Katzie 2	Reserve
	Langley	City
	Langley	District
	Langley 5	Reserve
	Lions Bay	Village
	Maple Ridge	District
	McMillan Island 6	Reserve
	Mission 1	Reserve
	Musqueam 2	Reserve
	New Westminster	City
	North Vancouver	City
	North Vancouver	District
	Pitt Meadows	District
	Port Coquitlam	City
	Port Moody	City
	Richmond	District
	Semiahmoo	Reserve
	Surrey	District
	Tsawwassen	Reserve
	University Endowment Area	Subdivision of Regional District
	Vancouver	City
	West Vancouver	District
	White Rock	City
	Whonnock 1	Reserve

...cont'd

Selected Census Metropolitan Areas (Alphabetical order)	Municipalities, Unorganized Territories or Indian Reserves Included in CMAs	
	Name	Type
Winnipeg, Manitoba	East St. Paul	Rural Municipality
	Ritchot	Rural Municipality
	Springfield	Rural Municipality
	St. François Xavier	Rural Municipality
	West St. Paul	Rural Municipality
	Winnipeg, Manitoba	City

CALGARY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Calgary International Airport
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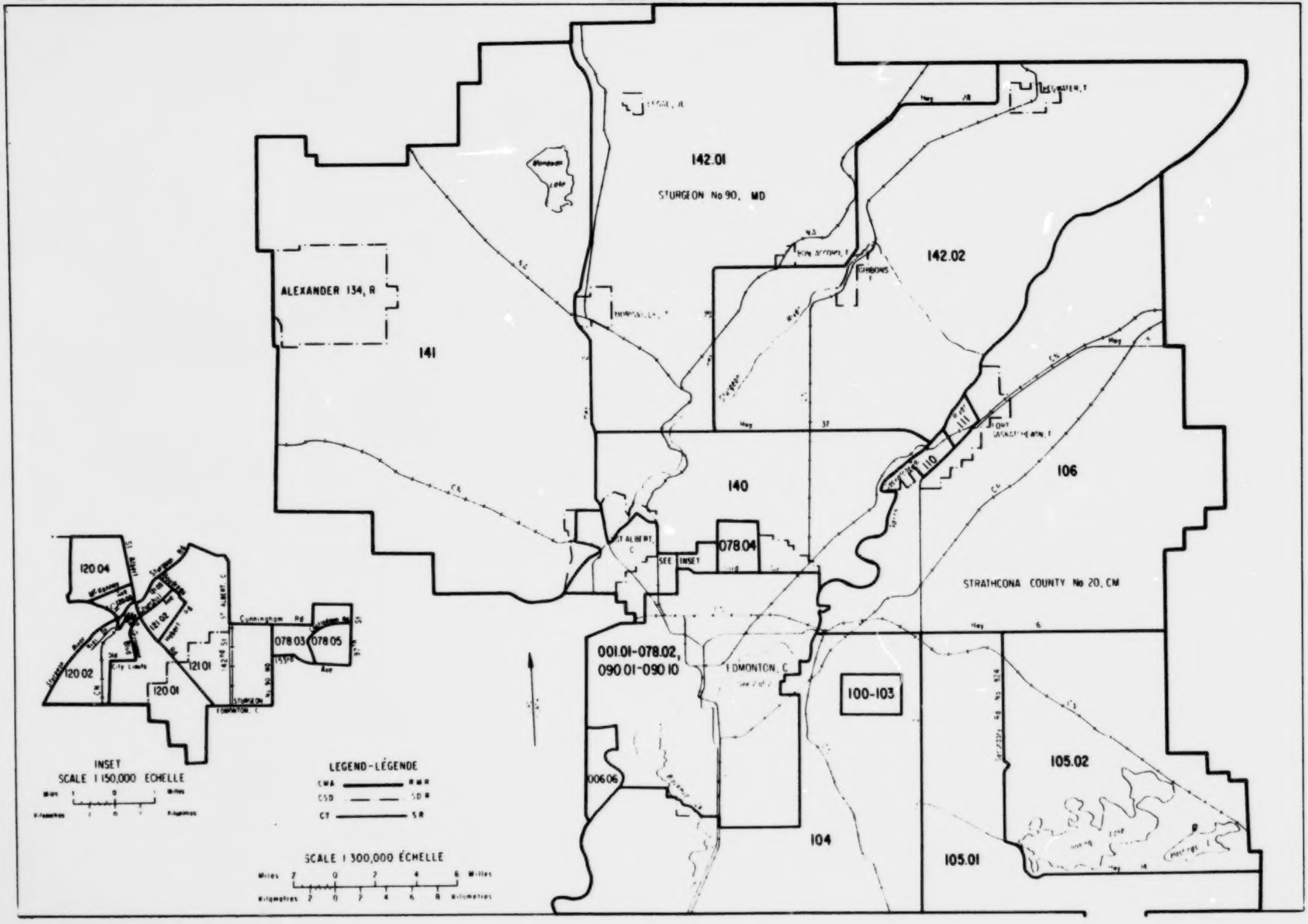
Bow River
Elbow River
Glenmore Reservoir
Fish Creek
LEGEND · LÉGENDE
SCALE 1 75,000 ÉCHELLE

CENSUS METROPOLITAN AREA

EDMONTON

1 of 2
RÉGION MÉTROPOLITAINE DE RECENSEMENT

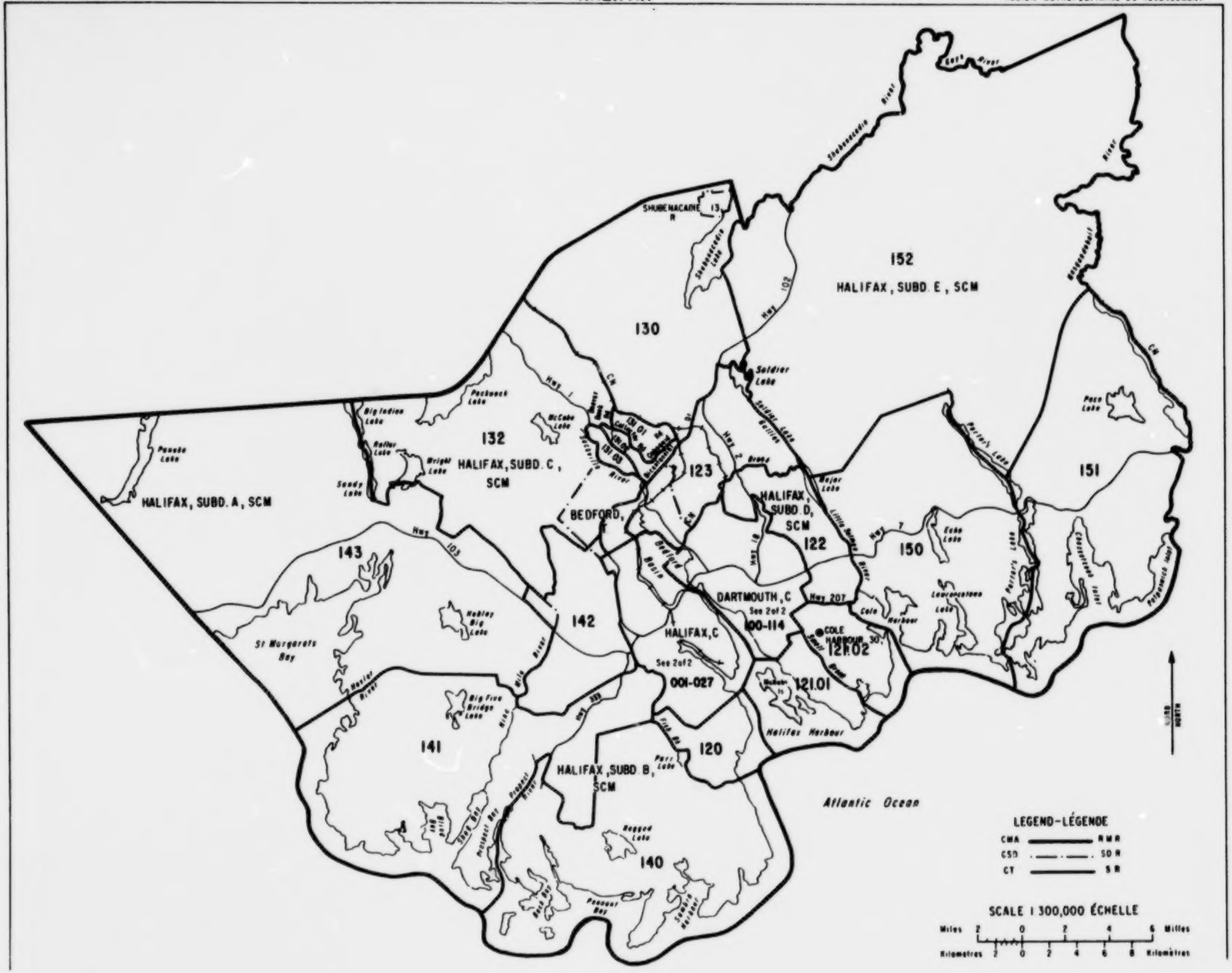


CENSUS METROPOLITAN AREA

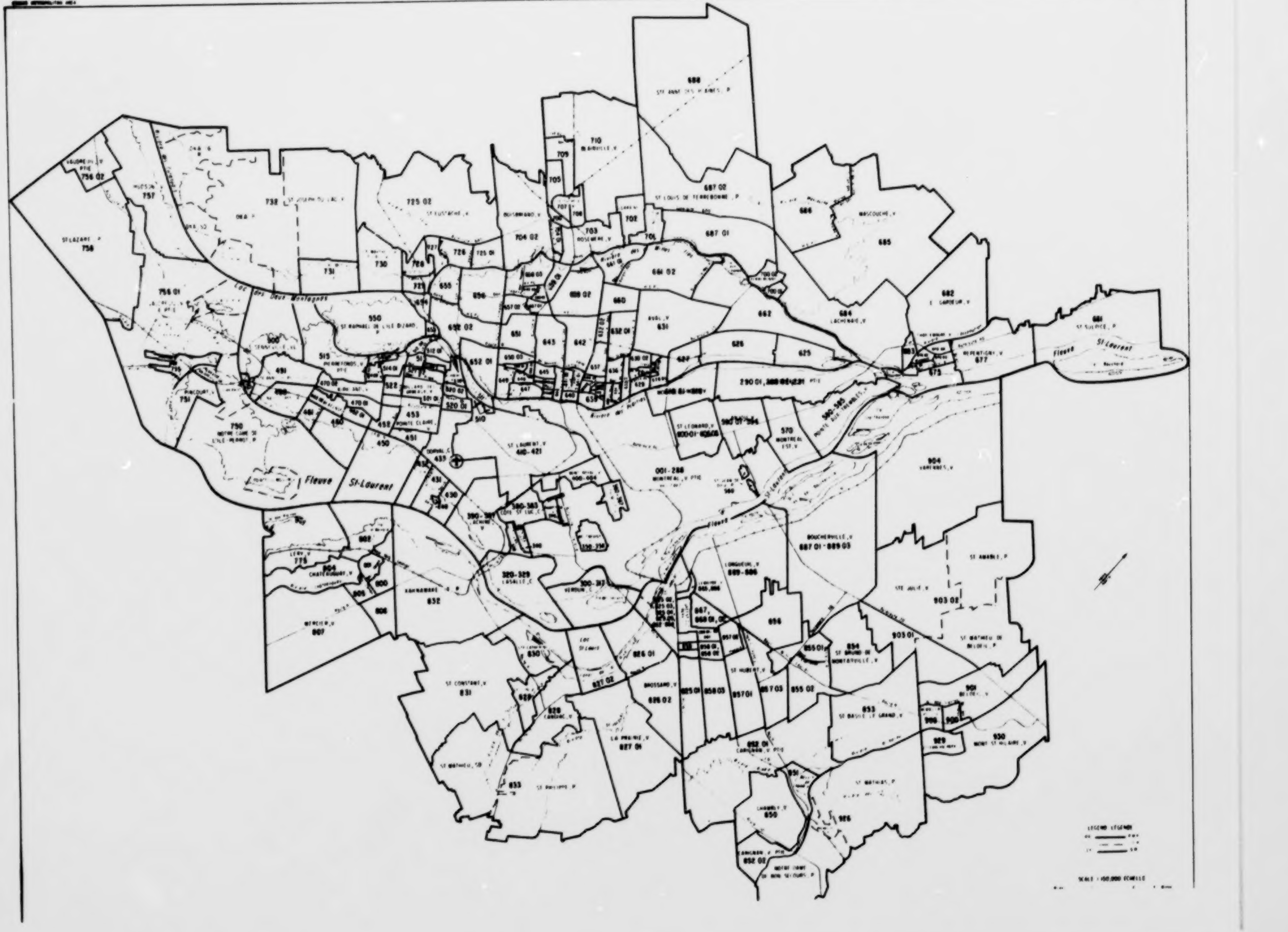
HALIFAX

1 of 2

RÉGION MÉTROPOLITAINE DE RECENSEMENT



MONTRÉAL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VAUDREUIL, V PTIE
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756 01
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OKA, P
ST JOSEPH DU LAC, V
725 02
ST EUSTACHE, V
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730
726
725 01
704 02
BOISBRIAND, V
710
BLAINVILLE, V
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703
ROSEMÈRE, V
702
701
688
ST ANNE DES PLAINES, P
687 02
ST LOUIS DE TERREBONNE, P
687 01
686
MASCOUCHE, V
685
684
LACHENAIE, V
682
L'ASSOMPTION, V
681
ST SULPICE, P
677
REPENTIGNY, V
673
Fleuve St-Laurent
Lac des Deux Montagnes
550
ST RAPHAEL DE L'ILE BIZARD, P
500
SENNEVILLE, V
515
PIERREFONDS, V PTIE
491
751
PINCOURT
750
NOTRE DAME DE L'ILE PERROT, P
Fleuve St-Laurent
453
POINTE CLAIRE
452
451
450
DORVAL, C
433
431
430
510
520 01
520 02
522
652 01
652 02
656
655
651
643
642
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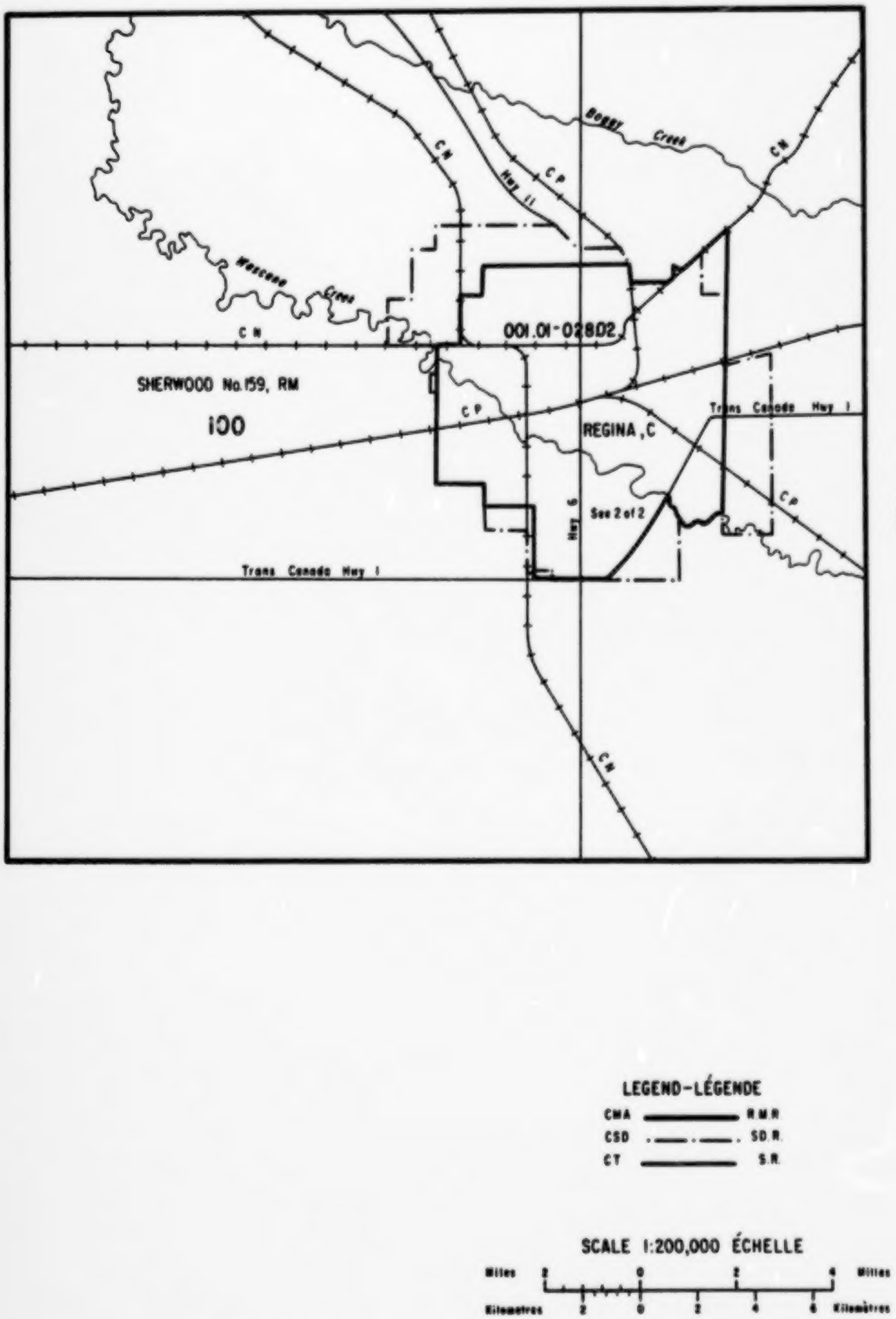
661 02
AVAL, V
631
662
626
625
629
290 01
ST LEONARD, V
570
MONTREAL EST, V
580-585
POINTE AUX TREMBLES
ST LAURENT, V
440-421
001-286
MONTREAL, V PTIE
380-383
COTE ST LUC, C
390-397
LACHINE, V
320-329
LASALLE, C
300-317
VERDUN, C
904
VARENNES, V
BOUCHERVILLE, V
887 01-889 03
LONGUEUIL, V
ST AMABLE, P
STE JULIE, V
903 02
903 01
ST MATHIEU DE BELOEIL, P
856
854
ST BRUNO DE MONTARVILLE, V
855 01
855 02
853
ST BASILE LE GRAND, V
901
BELOEIL, V
929
930
MONT ST HILAIRE, V
ST HUBERT, V
857 01
857 03
858 03
825 01
826 01
826 02
BROSSARD, V
827 02
827 01
LA PRAIRIE, V
852 01
CARIGNAN, V PTIE
851
ST MATHIAS, P
926
850
CHAMBLY, V
852 02
NOTRE DAME DE BON SECOURS, P
832
KAHNAWAKE
802
LERY, V
775
804
CHATEAUGUAY, V
800
805
806
MERCIER, V
807
830
829
828
CANDIAC, V
ST CONSTANT, V
831
ST MATHIEU, SD
833
ST PHILIPPE, P
LÉGENDE LEGEND
SCALE 1:100,000 ÉCHELLE

CENSUS METROPOLITAN AREA

REGINA

1 of 2

RÉGION MÉTROPOLITAINE DE RECENSEMENT



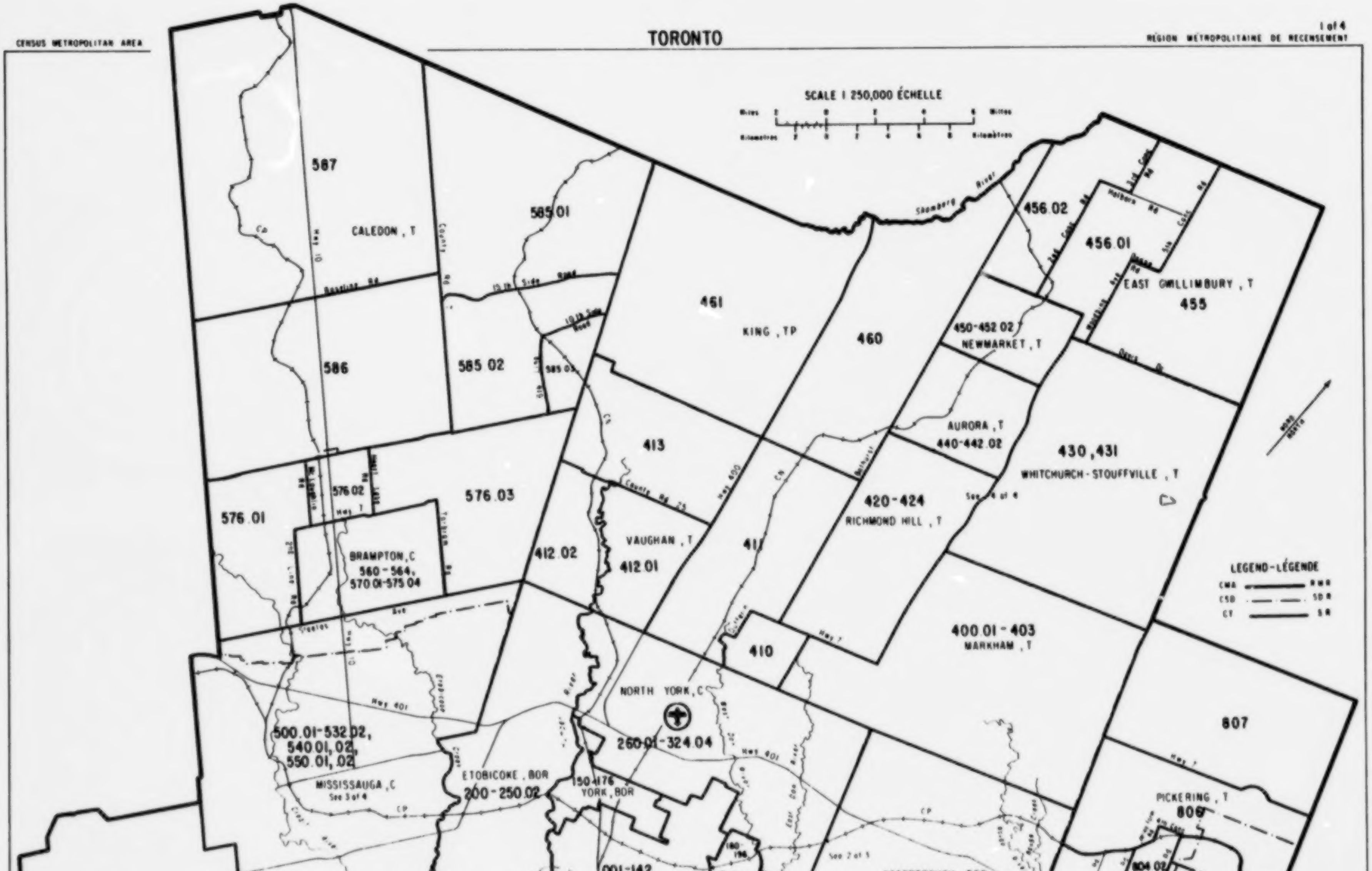
CENSUS OF CANADA, 1981

RECENSEMENT DU CANADA, 1981

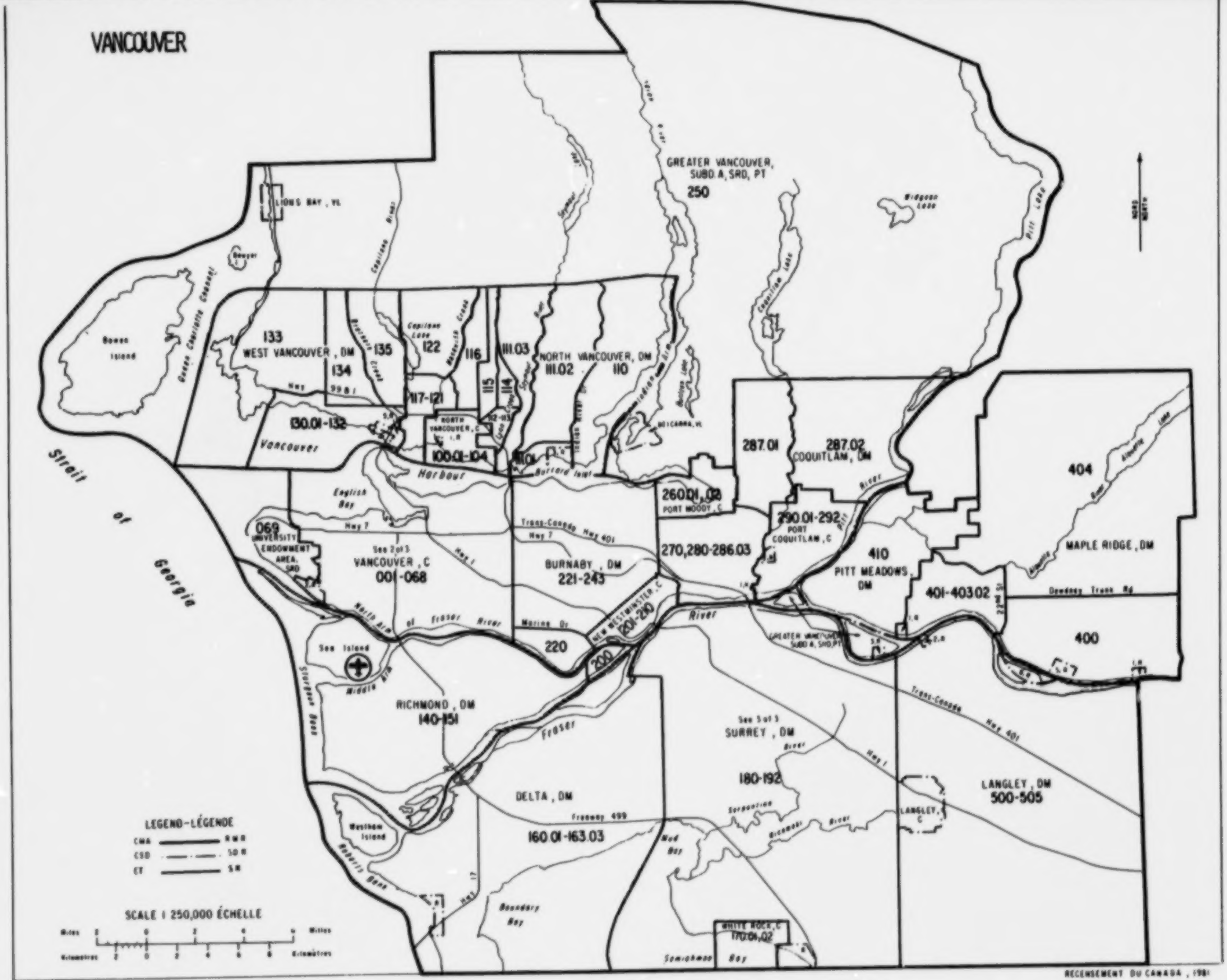
CENSUS METROPOLITAN AREA

TORONTO

1 of 4
RÉGION MÉTROPOLITAINE DE RECENSEMENT



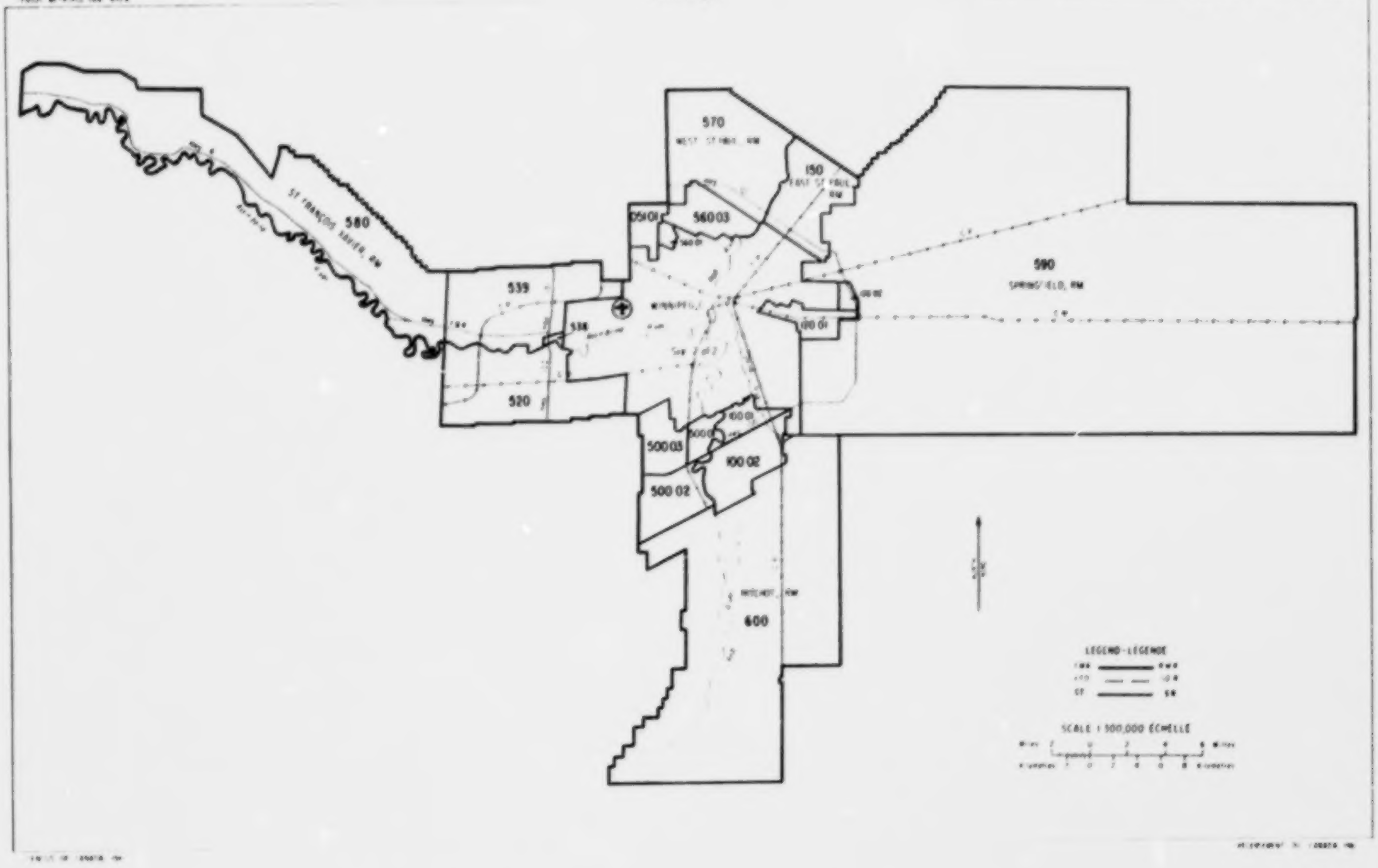
VANCOUVER



CENSUS OF CANADA, 1981

RECENSEMENT DU CANADA, 1981

WINNIPEG


580
ST FRANÇOIS XAVIER, RM
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WEST ST PAUL, RM
150
EAST ST PAUL, RM
560 03
560 01
WINNIPEG
See 2 of 2
590
SPRINGFIELD, RM
100 02
100 01
500 03
100 02
500 02
RITCHOT, RM
600
LEGEND-LÉGENDE
SCALE 1:500,000 ÉCHELLE

TECHNICAL REFERENCE PAPER NO. 2 : IDENTIFYING DESIGNATED GROUPS FOR EMPLOYMENT EQUITY

Employment Equity Regulations stipulate that individuals are to be considered members of designated groups only if they agree to be identified, or if they identify themselves, as belonging to a designated group or groups. Descriptions of Aboriginal peoples, persons with disabilities and persons who are in a visible minority in Canada are provided in the Regulations.

Employment Equity reports require that only the four designated groups, separated by sex, need to be indicated. For purposes of clarity in implementing Employment Equity, however, categories and examples of people who are members of the designated groups are provided on the attached charts.

Data for Employment Equity reports is collected on employees by gender and by any self-identified membership in one or more of the other three designated groups.

The collection and retention of these types of information on employees is permitted for Employment Equity purposes under Section 15 of both the Canadian Human Rights Act and the Charter of Rights and Freedoms as follows (respectively):

> "15.(1) It is not a discriminatory practice for a person to adopt or carry out a special program, plan or arrangement designed to prevent disadvantages that are likely to be suffered by, or to eliminate or reduce disadvantages that are suffered by, any group of individual when those disadvantages would be or are based on or related to the race, national or ethnic origin, colour, religion, age, sex, marital status, family status or disability of members of that group, by improving opportunities respecting goods, services, facilities, accommodation or employment in relation to that group." (Canadian Human Rights Act)

> "15.(1) Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.

> " (2) Subsection (1) does not preclude any law, program or activity that has as its object the amelioration of conditions of disadvantaged individuals or groups including those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability." (Charter of Rights and Freedoms)

Employers are reminded, however, that the identification of any employee as belonging to one or more of the designated groups must be kept confidential as in any personal record of individual employees. Furthermore, employers are only to report on employees who, having full knowledge of the purpose for such identification, have self-identified, or agree to be identified, as belonging to one or more of the designated groups by sex.

Employment and Immigration Canada
Employment Equity Branch
August 1986

DESIGNATED GROUP AND EXPLANATIONS	SELF-IDENTIFICATION CATEGORIES	EXAMPLES
WOMEN		
PERSONS WITH DISABILITIES Convention 159 of the International Labour Organization states that persons with disabilities means every "individual whose prospects of securing, retaining and advancing in suitable employment are substantially reduced as a result of a duly recognized physical or mental impairment." Physical disabilities can be visible or non-visible and can include any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impairment, muteness or speech impairment, or physical reliance on a guide dog, on a wheelchair or other appliances or devices. Learning, mental or psychiatric disabilities can include learning or comprehension incapacities which are significant and persistent but permit the individual so disabled to carry out duties and perform tasks in a reliable manner under a reasonable amount of supervision.	Any persistent degree of: - coordination/dexterity impairment - mobility impairment - non-visible physical impairment - deafness/hearing impairment - blindness/visual impairment - muteness/speech impairment - developmental/mental impairment - psychiatric impairment - learning impairment - other impairment (specify):	- cerebral palsy - paraplegic - hemophilia - hard of hearing, deaf - glaucoma - inability to generate or emit verbal messages, such as aphasia - Down's syndrome - a previous mental illness, or one which is under control, such as schizophrenia. - dyslexia
ABORIGINAL PEOPLES	- Status Indian - Non-Status Indian - Inuit - Métis	

continued ...

DESIGNATED GROUP AND EXPLANATIONS	SELF-IDENTIFICATION CATEGORIES	EXAMPLES
VISIBLE MINORITIES IN CANADA	- Blacks	- including Black Africans, West Indians, Canadians or Americans
	- Chinese	
	- Japanese	
	- Korean	
	- Filipino	
	- Indo-Pakistani	- Bangladeshi, East Indian, Pakistani, Sri Lankan
	- West Asian and Arab	- Afghani, Armenian, Egyptian, Iranian, Iraqi, Jordanian, Lebanese, Palestinian, Syrian, Turk
	- Southeast Asian	- Burmese, Cambodian/Kampuchean, Laotian, Malaysian, Thai, Vietnamese
	- Other (specify):	- Others include: ° Latin Americans ° Indonesian or Pacific Islanders Note: Visible minority groups include persons who were born in either Canada or other countries.

TECHNICAL REFERENCE PAPER NO. 3 : OCCUPATIONAL GROUPS FOR EMPLOYMENT EQUITY REPORTS

In order to report on Employment Equity according to the Regulations, employers must assign all their employees' jobs or positions to twelve (12) Occupational Groups as specified in the Regulations and Schedules II (Forms) and III (Occupational Groups). This reference paper provides further information on a standardized code system for employers to make those assignments.

There are three sections: (1) explanatory note (pages 2-3); (2) a description and examples of each of the twelve Occupational Groups (pages 4-7); and (3) a list of the Standard Occupational Classification (SOC) Unit Group Codes in numerical order, their titles and the Occupational Groups by which they are to be reported (pages 8-31). Employers preparing reports are advised to use this paper together with Schedule III of the Regulations, entitled Occupational Groups.

One method to apply this standardized code system is to go through the following steps (assuming no assignments are readily made):

1. After reviewing the descriptions of each of the twelve Occupational Groups, take each job or position in the employer's work force and determine into which Occupational Group each job should fit.

2. Check against the description and the list of SOC Unit Group Codes (Schedule III) to see if each job does fit.

3. If the jobs fit, sort the jobs into the twelve Occupational Groups. (Employers can retain their job titles and descriptions, adding the Employment Equity Occupational Group assignment or a code to the job title as a reference.)

4. Certain jobs may not fit. If in doubt, refer to the closest Regional Employment Equity Consultative Services (listed in the Employer's Handbook or accessible through the closest Canada Employment Centre).

Employment and Immigration Canada
Employment Equity Branch
August 1986

1. EXPLANATORY NOTE

The Occupational Groups for Employment Equity were developed to correspond to the occupational structure in Canada.

In order to assist employers in assigning their employees' job titles to the Occupational Groups and to ensure consistency in both the data provided by employers and the occupational data provided to employers from the Census, CEIC has developed a list of the unit groups that fit into each of the Occupational Groups.

The twelve Occupational Groups are different from those of both the Canadian Classification and Dictionary of Occupations (CCDO) - and the nearly identical Standard Occupational Classification (SOC) used by the Census. Both the CCDO and the SOC consist of four levels of occupational categorization with each level providing finer detail: Major Groups (2 digit), Minor Groups (3 digit), Unit Groups (4 digit) and Individual Occupations (7 digit). There are 23 major groups, 80 minor groups, about 500 unit groups and over 7,000 individual occupations.

The CCDO and SOC are based on type of work performed. The result is that in the major and minor groups, occupations with very different skill levels, educational requirements and decision-making ability have been grouped together. Major and minor groups are therefore not useful because they cannot measure career patterns over time.

The unit group occupations have thus been regrouped into twelve Occupational Groups for Employment Equity on the basis of several criteria, depending on the Occupational Group.

For managerial occupations, it is the nature and scope of responsibilities as outlined in the CCDO and SOC that permit the distinction between the two level of managers. Upper level managers are responsible for policy and decision-making, whereas middle and other managers implement the policies.

Education is most useful for classifying professional, semi-professional and technical occupations. Census information was used to determine the average years of education of persons in these occupations. Information from the CCDO on specific vocational preparation and general educational development was also included.

Supervisors, foremen/women, clerical, sales and service employees were assigned on the basis of the nature of the duties and type of work performed. Specific vocational preparation was used to categorize the manual occupations because it is the most important indicator of level of skill.

The assignment of the unit groups to the Occupational Groups uses a multi-criteria approach. This is, however, a general classification. Because of this, there will likely be situations where firms disagree with the assignments. The heterogeneity of the unit groups in the CCDO and the SOC is a problem particularly in the manual occupations which include occupations with various skill levels.

The objective in developing the twelve Occupational Groups was to create a relatively simple system for reporting purposes. CEIC acknowledges that the resulting system does not adequately reflect the complexity of the labour force; however, it is necessary to ensure as much consistency as possible among companies and to enable the comparison with Census occupational data.

2. DESCRIPTION OF OCCUPATIONAL GROUPS FOR EMPLOYMENT EQUITY

2.1 Upper level managers

Description: Employees holding the most senior positions in large firms or corporations. They are responsible for the corporation's policy and strategic planning, and for directing and controlling the functions of the organization.

Examples:
president; chief executive officers; vice-presidents; chief operating officers; general managers and divisional heads; and directors who have several middle managers reporting to them or are responsible for the direction of a critical technical function.

2.2 Middle and other managers

Description: Middle and other managers receive instructions from upper level managers and administer the organization's policy and operations through subordinate managers or supervisors. Upper level managers and middle managers together comprise all managers.

Examples:
managers of transport operations, communications, finances, personnel, sales, advertising, purchasing, production, data processing, marketing, research and development; organization and methods analysts; purchasing officers and buyers (wholesale, retail, and buying for internal use); and inspectors (freight-service, transportation, railroad, tariff, mine, safety).

2.3 Professionals

Description: Professionals usually need either university graduation or prolonged formal training and often have to be members of a professional association.

Examples:
engineers (civil, mechanical, electrical, petroleum, nuclear, aerospace, etc.); chemists; geologists; biologists; architects; economists; attorneys, lawyers and notaries; accountants, auditors, business administrators, comptrollers and financial analysts; computer programmers and system analysts; librarians, archivists and conservators.

2.4 Semi-professionals and technicians

Description: Workers in these occupations usually have to possess knowledge equivalent to about two years of post-secondary education, such as is offered in many technical institutions and community colleges, and often have further specialized on-the-job training. They may have highly developed technical and/or artistic skills.

Examples:
specialized inspectors and testers of electronic, electrical, mechanical, etc. products; technicians and technologists (electronic, engineering, architectural, library, life science, physical science, medical, dental, etc.); surveyors (railroad, land, marine, topographic); draftsmen/women; instructors (ground crew, motor vehicles, equipment maintenance); advertising, graphic and commercial artists; designers; photographers and camera operators; radio and television announcers; actors/actresses; writers and editors.

2.5 Supervisors

Description: Non-management first-line coordinators of white-collar (clerical, sales and service) workers. Supervisors may, but do not usually, perform any of the duties of the employees under their supervision.

C. Examples:
supervisors of clerical personnel (stenographers, typists, receptionists, bookkeepers, account recorders, bank tellers, office machine and electronic data processing operators, library clerks, mail carriers and messengers, tariff clerks, telephone operators, baggage agents, ticket clerks); supervisors of sales workers; supervisors food and beverage preparation; head tellers; paymasters; sleeping and dining car conductors; chief porters.

2.6 Foremen/women

Description: Non-management first-line supervisors of workers in blue-collar jobs. They may, but do not usually, perform any of the duties of the employees under their supervision.

C. Examples:
Supervisors of workers in machining, construction, heavy equipment operation; supervisors of mechanical repairers, processing workers (food and beverage, textiles, wood, metals), workers in assembling and repairing; supervisors of workers in railway, air, motor and water transportation; supervisors of excavators and pavers.

2.7 Clerical workers

Description: Workers performing clerical work, regardless of difficulty, in which the activities are predominantly non-manual.

Examples:
bookkeeping and accounting clerks; cashiers and tellers; collectors (bills and accounts); messengers and office helpers; office machine operators; secretaries and stenographers; typists and clerk-typists; receptionists and information clerks; library, file and correspondence clerks; telephone operators; electronic data processing machine operators; shipping and receiving clerks; stock clerks; weighers; ticket, station and freight agents; hotel clerks; personnel clerks.

2.8 Sales Workers

Description: Workers engaged wholly or primarily in selling.

Examples:
advertising agents; real estate agents; sales workers and sales clerks; stock brokers; insurance agents; travel agents; salespeople of technical and business services.

2.9 Service Workers

Description: Workers who provide personal service.

Examples:
attendants (hospital and other institutions, including nurses' aides and orderlies); barbers; bartenders; guides; food and beverage serving occupations; chefs and cooks; travel attendants; security guards; sleeping car and baggage porters; childcare occupations; housekeepers.

2.10 Skilled Crafts and Tradesmen/Women

Description: Manual workers of a high skill level, having a thorough and comprehensive knowledge of the processes involved in their work. They are frequently journeymen/women who have received an extensive period of training.

Examples:
tool and die makers; machinists; sheet metal workers; carpenters; plumbers; mechanics and repairers; boilermakers; engravers; stationary engineers; aircraft and railway transport equipment mechanics and repairers; electricians (aircraft, automobile, diesel, railroad, marine equipment); radio and television repairers; telegraph operators; fire fighters; electrical powerline workers; wire communication installers; sound and video recording and reproduction equipment operators; electronic equipment installers and repairers; tailors and dressmakers.

2.11 Semi-skilled Manual Workers

Description: Manual workers who perform duties that usually require a few months of specific vocational on-the-job training. Generally, these are workers whose skill level is less than that of skilled crafts and trades workers, but greater than that of elementary manual workers.

Examples:
truck, tractor, and bus drivers; textile workers; conductors and brakeworkers; railway transport operating support occupations (dispatchers, signal operators, switchers, etc.); motor vehicle repairers.

2.12 Other Manual Workers

Description: Workers in blue-collar jobs which generally require only a few days or no on-the-job training. The duties are manual, elementary, and require little or no independent judgment.

Examples:
garage labourers; car washers and greasers; unskilled railway track workers; labourers performing lifting, digging, mixing, loading, and pulling operations; janitors, charworkers and cleaners; elevator operators; elemental workers in excavating, grading and paving; metal working machine operators; longshore workers, stevedores and freight handlers.

3. STANDARD OCCUPATIONAL CLASSIFICATION (SOC) - NUMERICAL ORDER

SOC #	Unit Groups	Employment Equity Occupational Groups
1111	Members of Legislative Bodies	Upper level managers
1113	Government Administrators	Upper level managers
1115	Post Office Management Occupations	Middle and other managers
1116	Inspectors and Regulatory Officers, Government	Middle and other managers
1119	Officials and Administrators Unique to Government, n.e.c.*	Middle and other managers
1130	General Managers and Other Senior Officials	Upper level managers
1131	Management Occupations, Natural Sciences and Engineering	Middle and other managers
1132	Management Occupations, Social Sciences and Related Fields	Middle and other managers
1133	Administrators in Teaching and Related Fields	Middle and other managers
1134	Administrators in Medicine and Health	Middle and other managers
1135	Financial Management Occupations	Middle and other managers
1136	Personnel and Industrial Relations Management Occupations	Middle and other managers
1137	Sales and Advertising Management Occupations	Middle and other managers
1141	Purchasing Management Occupations	Middle and other managers
1142	Services Management Occupations	Middle and other managers
1143	Production Management Occupations	Middle and other managers
1145	Management Occupations, Construction Operations	Middle and other managers
1146	Farm Management Occupations	Middle and other managers
1147	Management Occupations, Transport and Communications Operations	Middle and other managers
1149	(1151-1158) Other Managers and Administrators, n.e.c. and Retail Trade	Middle and other managers

* n.e.c. = not elsewhere classified

SOC #	Unit Groups	Employment Equity Occupational Groups
1171	Accountants, Auditors and Other Financial Officers	Professionals
1173	Organization and Methods Analysts	Middle and other managers
1174	Personnel and Related Officers	Middle and other managers
1175	Purchasing Officers and Buyers, Except Wholesale and Retail Trade	Middle and other managers
1176	Inspectors and Regulatory Officers, n.e.c.	Middle and other managers
1179	Occupations Related to Management and Administration, n.e.c.	Middle and other managers
2111	Chemists	Professionals
2112	Geologists	Professionals
2113	Physicists	Professionals
2114	Meteorologists	Professionals
2117	Physical Sciences Technologists and Technicians	Semi-professionals and technicians
2119	Occupations in Physical Sciences, n.e.c.	Semi-professionals and technicians
2131	Agriculturists and Related Scientists	Professionals
2133	Biologists and Related Scientists	Professionals
2135	Life Sciences Technologists and Technicians	Semi-professionals and technicians
2139	Occupations in Life Sciences, n.e.c.	Professionals
2141	Architects	Professionals
2142	Chemical Engineers	Professionals
2143	Civil Engineers	Professionals
2144	Electrical Engineers	Professionals
2145	Industrial Engineers	Professionals
2146	Agricultural Engineers	Professionals
2147	Mechanical Engineers	Professionals
2151	Metallurgical Engineers	Professionals
2153	Mining Engineers	Professionals

SOC #	Unit Groups	Employment Equity Occupational Groups
2154	Petroleum Engineers	Professionals
2155	Aerospace Engineers	Professionals
2156	Nuclear Engineers	Professionals
2157	Community Planners	Professionals
2159	Professional Engineers, n.e.c.	Professionals
2160	Supervisors: Other Occupations in Architecture and Engineering	Semi-professionals and technicians
2161	Surveyors	Semi-professionals and technicians
2163	Drafting Occupations	Semi-professionals and technicians
2164	Architectural Technologists and Technicians	Semi-professionals and technicians
2165	Engineering Technologists and Technicians	Semi-professionals and technicians
2169	Other Occupations in Architecture and Engineering, n.e.c.	Semi-professionals and technicians
2181	Mathematicians, Statisticians and Actuaries	Professionals
2183	Systems Analysts, Computer Programmers and Related Occupations	Professionals
2189	Occupations in Mathematics, Statistics, Systems Analysis and Related Fields, n.e.c.	Semi-professionals and technicians
2311	Economists	Professionals
2313	Sociologists, Anthropologists and Related Social Scientists	Professionals
2315	Psychologists	Professionals
2319	Occupations in Social Sciences, n.e.c.	Professionals
2331	Social Workers	Professionals
2333	Occupations in Welfare and Community Services	Semi-professionals and technicians
2339	Occupations in Social Work and Related Fields, n.e.c.	Professionals
2341	Judges and Magistrates	Professionals
2343	Lawyers and Notaries	Professionals
2349	Occupations in Law and Jurisprudence, n.e.c.	Professionals
2350	Supervisors: Occupations in Library, Museum and Archival Sciences	Professionals

SOC #	**Unit Groups**	**Employment Equity Occupational Groups**
2351	Librarians, Archivists and Conservators	Professionals
2353	Technicians in Library, Museum and Archival Sciences	Semi-professionals and technicians
2359	Occupations in Library, Museum and Archival Sciences, n.e.c.	Professionals
2391	Educational and Vocational Counsellors	Professionals
2399	Other Occupations in Social Sciences and Related Fields, n.e.c.	Professionals
2511	Ministers of Religion	Professionals
2513	Nuns and Brothers	Professionals
2519	Occupations in Religion, n.e.c.	Professionals
2711	University Teachers	Professionals
2719	University Teaching and Related Occupations, n.e.c.	Professionals
2731	Elementary and Kindergarten Teachers	Professionals
2733	Secondary School Teachers	Professionals
2739	Elementary and Secondary School Teaching and Related Occupations, n.e.c.	Professionals
2791	Community College and Vocational School Teachers	Professionals
2792	Fine Arts Teachers, n.e.c.	Professionals
2793	Post-secondary School Teachers, n.e.c.	Professionals
2795	Teachers of Exceptional Students, n.e.c.	Professionals
2797	Instructors and Training Officers, n.e.c.	Semi-professionals and technicians
2799	Other Teaching and Related Occupations, n.e.c.	Professionals
3111	Physicians and Surgeons	Professionals
3113	Dentists	Professionals
3115	Veterinarians	Professionals
3117	Osteopaths and Chiropractors	Professionals
3119	Health Diagnosing and Treating Occupations, n.e.c.	Professionals
3130	Supervisors: Nursing, Therapy and Related Assisting Occupations	Professionals

SOC #	Unit Groups	Employment Equity Occupational Groups
3131	Nurses, Registered, Graduate and Nurses-in-Training	Professionals
3132	Orderlies	Service workers
3134	Registered Nursing Assistants	Semi-professionals and technicians
3135	Nursing Attendants	Service workers
3136	Audio and Speech Therapists	Professionals
3137	Physiotherapists	Professionals
3138	Occupational Therapists	Professionals
3139	Nursing, Therapy and Related Assisting Occupations, n.e.c.	Semi-professionals and technicians
3151	Pharmacists	Professionals
3152	Dietitians and Nutritionists	Professionals
3153	Optometrists	Professionals
3154	Dispensing Opticians	Semi-professionals and technicians
3155	Radiological Technologists and Technicians	Semi-professionals and technicians
3156	Medical Laboratory Technologists and Technicians	Semi-professionals and technicians
3157	Denturists	Semi-professionals and technicians
3158	Dental Hygienists and Dental Assistants	Semi-professionals and technicians
3161	Dental Laboratory Technicians	Semi-professionals and technicians
3162	Respiratory Technicians	Semi-professionals and technicians
3169	Other Occupations in Medicine and Health, n.e.c.	Semi-professionals and technicians
3311	Painters, Sculptors and Related Artists	Semi-professionals and technicians
3313	Product and Interior Designers	Semi-professionals and technicians
3314	Advertising and Illustrating Artists	Semi-professionals and technicians
3315	Photographers and Camera Operators	Semi-professionals and technicians
3319	Occupations in Fine and Commercial Art, Photography and Related Fields, n.e.c.	Semi-professionals and technicians
3330	Producers and Directors, Performing and Audio-visual Arts	Semi-professionals and technicians

SOC #	Unit Groups	Employment Equity Occupational Groups
3331	Conductors, Composers and Arrangers	Semi-professionals and technicians
3332	Musicians and Singers	Semi-professionals and technicians
3333	Occupations Related to Music and Musical Entertainment, n.e.c.	Semi-professionals and technicians
3334	Dancers and Choreographers	Semi-professionals and technicians
3335	Actors/Actresses	Semi-professionals and technicians
3337	Radio and Television Announcers	Semi-professionals and technicians
3339	Occupations in Performing and Audio-visual Arts, n.e.c.	Semi-professionals and technicians
3351	Writers and Editors	Semi-professionals and technicians
3355	Translators and Interpreters	Professionals
3359	Occupations in Writing, n.e.c.	Semi-professionals and technicians
3360	Supervisors: Occupations in Sports and Recreation	Semi-professionals and technicians
3370	Coaches, Trainers and Instructors, Sports and Recreation	Semi-professionals and technicians
3371	Referees and Related Officials	Semi-professionals and technicians
3373	Athletes	Semi-professionals and technicians
3375	Attendants, Sports and Recreation	Service workers
3379	Occupations in Sports and Recreation, n.e.c.	Service workers
4110	Supervisors: Stenographic and Typing Occupations	Supervisors
4111	Secretaries and Stenographers	Clerical workers
4113	Typists and Clerk-typists	Clerical workers
4130	Supervisors: Bookkeeping, Account-recording and Related Occupations	Supervisors
4131	Bookkeepers and Accounting Clerks	Clerical workers
4133	Cashiers and Tellers	Clerical workers
4135	Insurance, Bank and Other Finance Clerks	Clerical workers
4137	Statistical Clerks	Clerical workers
4139	Bookkeeping, Account-recording and Related Occupations, n.e.c.	Clerical workers

SOC #	Unit Groups	Employment Equity Occupational Groups
4140	Supervisors: Office Machine and Electronic Data-processing Equipment Operators	Supervisors
4141	Office Machine Operators	Clerical workers
4143	Electronic Data-processing Equipment Operators	Clerical workers
4150	Supervisors: Material Recording, Scheduling and Distributing Occupations	Supervisors
4151	Production Clerks	Clerical workers
4153	Shipping and Receiving Clerks	Clerical workers
4155	Stock Clerks and Related Occupations	Clerical workers
4157	Weighers	Clerical workers
4159	Material Recording, Scheduling and Distributing Occupations, n.e.c.	Clerical workers
4160	Supervisors: Library, File and Correspondence Clerks and Related Occupations	Supervisors
4161	Library and File Clerks	Clerical workers
4169	Library, File and Correspondence Clerks and Related Occupations, n.e.c.	Clerical workers
4170	Supervisors: Reception, Information, Mail and Message Distribution Occupations	Supervisors
4171	Receptionists and Information Clerks	Clerical workers
4172	Mail Carriers	Clerical workers
4173	Mail and Postal Clerks	Clerical workers
4175	Telephone Operators	Clerical workers
4177	Messengers	Clerical workers
4179	Reception, Information, Mail and Message Distribution Occupations, n.e.c.	Clerical workers

SOC #	Unit Groups	Employment Equity Occupational Groups
4190	Supervisors: Other Clerical and Related Occupations, n.e.c.	Supervisors
4191	Collectors	Clerical workers
4192	Claim Adjusters	Clerical workers
4193	Travel Clerks, Ticket, Station and Freight Agents	Clerical workers
4194	Hotel Clerks	Clerical workers
4195	Personnel Clerks	Clerical workers
4197	General Office Clerks	Clerical workers
4199	Other Clerical and Related Occupations, n.e.c.	Clerical workers
5130	Supervisors: Sales Occupations, Commodities	Supervisors
5131	Technical Sales Occupations and Related Advisers	Sales workers
5133	Commercial Travellers	Sales workers
5135	Sales Clerks and Salespersons, Commodities, n.e.c.	Sales workers
5141	Street Vendors and Door-to-door Sales Occupations	Sales workers
5143	Newspaper Carriers and Vendors	Sales workers
5145	Service Station Attendants	Sales workers
5149	Sales Occupations: Commodities, n.e.c.	Sales workers
5170	Supervisors: Sales Occupations, Services	Supervisors
5171	Insurance Sales Occupations	Sales workers
5172	Real Estate Sales Occupations	Sales workers
5173	Sales Agents and Traders, Securities	Sales workers
5174	Advertising Sales Occupations	Sales workers
5177	Business Services Sales Occupations	Sales workers
5179	Sales Occupations: Services, n.e.c.	Sales workers
5190	Supervisors: Other Sales Occupations	Supervisors
5191	Buyers, Wholesale and Retail Trade	Middle and other managers
5193	Route Drivers	Sales workers

SOC #	Unit Groups	Employment Equity Occupational Groups
5199	Other Sales Occupations, n.e.c.	Sales workers
6111	Fire-fighting Occupations	Skilled crafts and trades
6112	Police Officers and Detectives, Government	Service workers
6113	Police Agents and Investigators, Private	Service workers
6115	Guards and Related Security Occupations	Service workers
6116	Commissioned Officers, Armed Forces	Professionals
6117	Other Ranks, Armed Forces	Service workers
6119	Protective Service Occupations, n.e.c.	Service workers
6120	Supervisors: Food and Beverage Preparation and Related Services Occupations	Supervisors
6121	Chefs and Cooks	Service workers
6123	Bartenders	Service workers
6125	Food and Beverage Serving Occupations	Service workers
6129	Food and Beverage Preparation and Related Service Occupations, n.e.c.	Service workers
6130	Supervisors: Occupations in Lodging and Other Accommodation	Supervisors
6133	Lodging Cleaners, Except Private Household	Service workers
6135	Sleeping-car and Baggage Porters	Service workers
6139	Occupations in Lodging and Other Accommodation, n.e.c.	Service workers
6141	Funeral Directors, Embalmers and Related Occupations	Semi-professionals and technicians
6142	Housekeepers, Servants and Related Occupations	Service workers
6143	Barbers, Hairdressers and Related Occupations	Service workers
6144	Guides	Service workers
6145	Travel and Related Attendants, Except Food and Beverage	Service workers
6147	Child-care Occupations	Service workers

SOC #	Unit Groups	Employment Equity Occupational Groups
6149	Personal Service Occupations, n.e.c.	Service workers
6160	Supervisors: Apparel and Furnishings Service Occupations	Foremen/women
6162	Laundering and Dry Cleaning Occupations	Other manual workers
6165	Pressing Occupations	Other manual workers
6169	Apparel and Furnishings Service Occupations, n.e.c.	Other manual workers
6190	Supervisors: Other Service Occupations	Foremen/women
6191	Janitors, Charworkers and Cleaners	Other manual workers
6193	Elevator-operating Occupations	Other manual workers
6198	Occupations in Labouring and Other Elemental Work: Other Services	Service workers
6199	Other Service Occupations, n.e.c.	Service workers
7113	Livestock Farmers	Skilled crafts and trades
7115	Crop Farmers	Skilled crafts and trades
7119	Farmers, n.e.c.	Skilled crafts and trades
7180	Foremen/women: Other Farming, Horticultural and Animal Husbandry Occupations	Foremen/women
7183	Livestock Farm Workers	Semi-skilled manual workers
7185	Crop Farm Workers	Semi-skilled manual workers
7195	Nursery and Related Workers	Other manual workers
7196	Inspecting, Testing, Grading and Sampling Occupations: Other Farming, Horticultural and Animal Husbandry	Semi-skilled manual workers
7197	Farm Machinery Operators	Semi-skilled manual workers
7199	Other Farming, Horticultural and Animal Husbandry Occupations, n.e.c.	Other manual workers
7311	Captains and Other Officers, Fishing Vessels	Skilled crafts and trades
7313	Net, Trap and Line Fishing Occupations	Other manual workers
7315	Trapping and Related Occupations	Semi-skilled and manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
7319	Fishing, Trapping and Related Occupations, n.e.c.	Other manual workers
7510	Foremen/women: Forestry and Logging Occupations	Foremen/women
7511	Forestry Conservation Occupations	Semi-skilled and manual workers
7513	Timber Cutting and Related Occupations	Other manual workers
7516	Log Inspecting, Grading, Scaling and Related Occupations	Skilled crafts and trades
7517	Log Hoisting, Sorting, Moving and Related Occupations	Other manual workers
7518	Occupations in Labouring and Other Elemental Work: Forestry and Logging	Other manual workers
7519	Forestry and Logging Occupations, n.e.c.	Other manual workers
7710	Foremen/women: Mining and Quarrying Including Oil and Gas Field Occupations	Foremen/women
7711	Rotary Well-drilling and Related Occupations	Semi-skilled manual workers
7713	Rock and Soil Drilling Occupations	Other manual workers
7715	Blasting Occupations	Semi-skilled manual workers
7717	Mining and Quarrying: Cutting, Handling and Loading Occupations	Semi-skilled manual workers
7718	Occupations in Labouring and Other Elemental Work: Mining and Quarrying Including Oil and Gas Fields	Other manual workers
7719	Mining and Quarrying Including Oil and Gas Field Occupations, n.e.c.	Semi-skilled manual workers
8110	Foremen/women: Mineral Ore Treating Occupations	Foremen/women
8111	Crushing and Grinding Occupations, Mineral Ores	Other manual workers
8113	Mixing, Separating, Filtering and Related Occupations, Mineral Ores	Other manual workers
8115	Melting and Roasting Occupations, Mineral Ores	Semi-skilled manual workers
8116	Inspecting, Testing, Grading and Sampling Occupations: Mineral Ore Treating	Semi-skilled manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
8118	Occupations in Labouring and Other Elemental Work: Mineral Ore Treating	Other manual workers
8119	Mineral Ore Treating Occupations, n.e.c.	Other manual workers
8130	Foremen/women: Metal Processing and Related Occupations	Foremen/women
8131	Metal Smelting, Converting and Refining Occupations	Semi-skilled manual workers
8133	Metal Heat-treating Occupations	Other manual workers
8135	Metal Rolling Occupations	Semi-skilled manual workers
8137	Moulding, Coremaking and Metal Casting Occupations	Other manual workers
8141	Metal Extruding and Drawing Occupations	Other manual workers
8143	Plating, Metal Spraying and Related Occupations	Other manual workers
8146	Inspecting, Testing, Grading and Sampling Occupations: Metal Processing	Semi-skilled manual workers
8148	Occupations in Labouring and Other Elemental Work: Metal Processing	Other manual workers
8149	Metal Processing and Related Occupations, n.e.c.	Other manual workers
8150	Foremen/women: Clay, Glass and Stone Processing, Forming and Related Occupations	Foremen/women
8151	Furnace and Kiln Workers: Clay, Glass and Stone	Other manual workers
8153	Separating, Grinding, Crushing and Mixing Occupations: Clay, Glass and Stone	Other manual workers
8155	Forming Occupations, Clay, Glass and Stone	Semi-skilled manual workers
8156	Inspecting, Testing, Grading and Sampling Occupations: Clay, Glass and Stone Processing and Forming	Semi-skilled manual workers
8158	Occupations in Labouring and Other Elemental Work: Clay, Glass and Stone Processing and Forming	Other manual workers
8159	Clay, Glass and Stone Processing, Forming and Related Occupations, n.e.c.	Other manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
8160	Foremen/women: Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing Occupations	Foremen/women
8161	Mixing and Blending Occupations, Chemicals and Related Materials	Other manual workers
8163	Filtering, Straining and Separating Occupations, Chemicals and Related Materials	Other manual workers
8165	Distilling, Subliming and Carbonizing Occupations, Chemicals and Related Materials	Semi-skilled manual workers
8167	Roasting, Cooking and Drying Occupations, Chemicals and Related Materials	Other manual workers
8171	Crushing and Grinding Occupations, Chemicals and Related Materials	Other manual workers
8173	Coating and Calendering Occupations, Chemicals and Related Materials	Other manual workers
8176	Inspecting, Testing, Grading and Sampling Occupations: Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing	Semi-skilled manual workers
8178	Occupations in Labouring and Other Elemental Work: Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing	Other manual workers
8179	Chemicals, Petroleum, Rubber, Plastic and Related Materials Processing Occupations, n.e.c.	Other manual workers
8210	Foremen/women: Food, Beverage and Related Processing Occupations	Foremen/women
8211	Flour and Grain Milling Occupations	Other manual workers
8213	Baking, Confectionery Making and Related Occupations	Other manual workers
8215	Slaughtering and Meat Cutting, Canning, Curing and Packing Occupations	Other manual workers
8217	Fish Canning, Curing and Packing Occupations	Other manual workers
8221	Fruit and Vegetable Canning, Preserving and Packing Occupations	Other manual workers
8223	Milk Processing and Related Occupations	Other manual workers
8225	Sugar Processing and Related Occupations	Other manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
8226	Inspecting, Testing, Grading and Sampling Occupations: Food, Beverage and Related Processing	Other manual workers
8227	Beverage Processing and Related Occupations	Other manual workers
8228	Occupations in Labouring and Other Elemental Work: Food, Beverage and Related Processing	Other manual workers
8229	Food, Beverage and Related Processing Occupations, n.e.c.	Other manual workers
8230	Foremen/women: Wood Processing Occupations, Except Pulp and Papermaking	Foremen/women
8231	Sawmill Sawyers and Related Occupations	Other manual workers
8233	Plywood Making and Related Occupations	Other manual workers
8235	Wood Treating Occupations	Semi-skilled manual workers
8236	Inspecting, Testing, Grading and Sampling Occupations: Wood Processing, Except Pulp and Papermaking	Other manual workers
8238	Occupations in Labouring and Other Elemental Work: Wood Processing, Except Pulp and Papermaking	Other manual workers
8239	Wood Processing Occupations, Except Pulp and Papermaking, n.e.c.	Other manual workers
8250	Foremen/women: Pulp and Papermaking and Related Occupations	Foremen/women
8251	Cellulose Pulp Preparing Occupations	Semi-skilled manual workers
8253	Papermaking and Finishing Occupations	Other manual workers
8256	Inspecting, Testing, Grading and Sampling Occupations: Pulp and Papermaking	Semi-skilled manual workers
8258	Occupations in Labouring and Other Elemental Work: Pulp and Papermaking	Other manual workers
8259	Pulp and Papermaking and Related Occupations, n.e.c.	Other manual workers
8260	Foremen/women: Textile Processing Occupations	Foremen/women
8261	Textile Fibre Preparing Occupations	Other manual workers
8263	Textile Spinning and Twisting Occupations	Other manual workers
8265	Textile Winding and Reeling Occupations	Other manual workers

SOC #	**Unit Groups**	**Employment Equity Occupational Groups**
8267	Textile Weaving Occupations	Semi-skilled manual workers
8271	Knitting Occupations	Semi-skilled manual workers
8273	Textile Bleaching and Dyeing Occupations	Other manual workers
8275	Textile Finishing and Calendering Occupations	Other manual workers
8276	Inspecting, Testing, Grading and Sampling Occupations: Textile Processing	Other manual workers
8278	Occupations in Labouring and Other Elemental Work: Textile Processing	Other manual workers
8279	Textile Processing Occupations, n.e.c.	Other manual workers
8290	Foremen/women: Other Processing Occupations	Foremen/women
8293	Tobacco Processing Occupations	Other manual workers
8295	Hide and Pelt Processing Occupations	Other manual workers
8296	Inspecting, Testing, Grading and Sampling Occupations: Other Processing	Semi-skilled manual workers
8298	Occupations in Labouring and Other Elemental Work: Other Processing	Other manual workers
8299	Other Processing Occupations, n.e.c.	Other manual workers
8310	Foremen/women: Metal Machining Occupations	Foremen/women
8311	Tool and Die Making Occupations	Skilled crafts and trades
8313	Machinist and Machine Tool Setting-up Occupations	Skilled crafts and trades
8315	Machine Tool Operating Occupations	Other manual workers
8316	Inspecting, Testing, Grading and Sampling Occupations: Metal Machining	Skilled crafts and trades
8319	Metal Machining Occupations, n.e.c.	Semi-skilled manual workers
8330	Foremen/women: Metal Shaping and Forming Occupations Except Machining	Foremen/women
8331	Forging Occupations	Semi-skilled manual workers
8333	Sheet Metal Workers	Skilled crafts and trades

SOC #	Unit Groups	Employment Equity Occupational Groups
8334	Metalworking-machine Operators, n.e.c.	Other manual workers
8335	Welding and Flame Cutting Occupations	Semi-skilled manual workers
8336	Inspecting, Testing, Grading and Sampling Occupations: Metal Shaping and Forming, Except Machining	Semi-skilled manual workers
8337	Boilermakers, Platers and Structural Metal Workers	Skilled crafts and trades
8339	Metal Shaping and Forming Occupations, Except Machining, n.e.c.	Semi-skilled manual workers
8350	Foremen/women: Wood Machining Occupations	Foremen/women
8351	Wood Patternmaking Occupations	Skilled crafts and trades
8353	Wood Sawing and Related Occupations, n.e.c.	Other manual workers
8355	Planing, Turning, Shaping and Related Wood Machining Occupations	Other manual workers
8356	Inspecting, Testing, Grading and Sampling Occupations: Wood Machining	Semi-skilled manual workers
8357	Wood Sanding Occupations	Other manual workers
8359	Wood Machining Occupations, n.e.c.	Other manual workers
8370	Foremen/women: Clay, Glass, Stone and Related Materials Machining Occupations	Foremen/women
8371	Cutting and Shaping Occupations: Clay, Glass, Stone and Related Materials	Other manual workers
8373	Abrading and Polishing Occupations: Clay, Glass, Stone and Related Materials	Semi-skilled manual workers
8376	Inspecting, Testing, Grading and Sampling Occupations: Clay, Glass, Stone and Related Materials Machining	Semi-skilled manual workers
8379	Clay, Glass, Stone and Related Materials Machining Occupations, n.e.c.	Semi-skilled manual workers
8390	Foremen/women: Other Machining and Related Occupations, n.e.c.	Foremen/women
8391	Engravers, Etchers and Related Occupations, n.e.c.	Semi-skilled manual workers
8393	Filing, Grinding, Buffing, Cleaning and Polishing Occupations, n.e.c.	Other manual workers

SOC #	**Unit Groups**	**Employment Equity Occupational Groups**
8395	Patternmakers and Mouldmakers, n.e.c.	Skilled crafts and trades
8396	Inspecting, Testing, Grading and Sampling Occupations: Other Machining and Related Occupations, n.e.c.	Semi-skilled manual workers
8399	Other Machining and Related Occupations, n.e.c.	Skilled crafts and trades
8510	Foremen/women: Fabricating and Assembling Occupations: Metal Products, n.e.c.	Foremen/women
8511	Engine and Related Equipment Fabricating and Assembling Occupations, n.e.c.	Other manual workers
8513	Motor Vehicle Fabricating and Assembling Occupations, n.e.c.	Other manual workers
8515	Aircraft Fabricating and Assembling Occupations, n.e.c.	Skilled crafts and trades
8523	Industrial, Farm, Construction and Other Mechanized Equipment and Machinery Fabricating and Assembling Occupations, n.e.c.	Semi-skilled manual workers
8525	Business and Commercial Machines Fabricating and Assembling Occupations, n.e.c.	Semi-skilled manual workers
8526	Inspecting, Testing, Grading and Sampling Occupations: Fabricating and Assembling Metal Products, n.e.c.	Semi-skilled manual workers
8527	Precision Instruments and Related Equipment Fabricating and Assembling Occupations, n.e.c.	Other manual workers
8528	Occupations in Labouring and Other Elemental Work: Fabricating and Assembling Metal Products, n.e.c.	Other manual workers
8529	Other Fabricating and Assembling Occupations: Metal Products, n.e.c.	Other manual workers
8530	Foremen/women: Fabricating, Assembling, Installing and Repairing Occupations: Electrical, Electronic and Related Equipment	Foremen/women
8531	Electrical and Related Equipment Fabricating and Assembling Occupations	Other manual workers
8533	Electrical and Related Equipment Installing and Repairing Occupations, n.e.c.	Skilled crafts and trades
8534	Electronic and Related Equipment Fabricating and Assembling Occupations	Other manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
8535	Electronic and Related Equipment Installing and Repairing Occupations, n.e.c.	Skilled crafts and trades
8536	Inspecting, Testing, Grading and Sampling Occupations: Fabricating, Assembling, Installing and Repairing Electrical, Electronic and Related Equipment	Semi-skilled manual workers
8537	Radio and Television Repairers	Skilled crafts and trades
8538	Occupations in Labouring and Other Elemental Work: Fabricating, Assembling, Installing and Repairing Electrical, Electronic and Related Equipment	Semi-skilled manual workers
8539	Fabricating, Assembling, Installing and Repairing Occupations: Electrical, Electronic and Related Equipment, n.e.c.	Other manual workers
8540	Foremen/women: Fabricating, Assembling and Repairing Occupations: Wood Products	Foremen/women
8541	Cabinet and Wood Furniture Makers	Other manual workers
8546	Inspecting, Testing, Grading and Sampling Occupations: Fabricating, Assembling and Repairing Wood Products	Semi-skilled manual workers
8548	Occupations in Labouring and Other Elemental Work: Fabricating, Assembling and Repairing Wood Products	Other manual workers
8549	Fabricating, Assembling and Repairing Occupations: Wood Products, n.e.c.	Other manual workers
8550	Foremen/women: Fabricating, Assembling and Repairing Occupations: Textile, Fur and Leather Products	Foremen/women
8551	Patternmaking, Marking and Cutting Occupations: Textile, Fur and Leather Products	Other manual workers
8553	Tailors and Dressmakers	Skilled crafts and trades
8555	Furriers	Skilled crafts and trades
8557	Milliners, Hat and Cap Makers	Other manual workers
8561	Shoemaking and Repairing Occupations	Other manual workers
8562	Upholsterers	Other manual workers
8563	Sewing Machine Operators, Textile and Similar Materials	Other manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
8566	Inspecting, Testing, Grading and Sampling Occupations: Fabricating, Assembling and Repairing Textile, Fur and Leather Products	Other manual workers
8568	Occupations in Labouring and Other Elemental Work: Fabricating, Assembling and Repairing Textile, Fur and Leather Products	Other manual workers
8569	Fabricating, Assembling and Repairing Occupations: Textile, Fur and Leather Products, n.e.c.	Other manual workers
8570	Foremen/women: Fabricating, Assembling and Repairing Occupations: Rubber, Plastic and Related Products	Foremen/women
8571	Bonding and Cementing Occupations: Rubber, Plastic and Related Products	Other manual workers
8573	Moulding Occupations: Rubber, Plastic and Related Products	Other manual workers
8575	Cutting and Finishing Occupations: Rubber, Plastic and Related Products	Other manual workers
8576	Inspecting, Testing, Grading and Sampling Occupations: Fabricating, Assembling and Repairing Rubber, Plastic and Related Products	Other manual workers
8578	Occupations in Labouring and Other Elemental Work: Fabricating, Assembling and Repairing Rubber, Plastic and Related Products	Other manual workers
8579	Fabricating, Assembling and Repairing Occupations: Rubber, Plastic and Related Products, n.e.c.	Other manual workers
8580	Foremen/women: Mechanics and Repairers, n.e.c.	Foremen/women
8581	Motor Vehicle Mechanics and Repairers	Semi-skilled manual workers
8582	Aircraft Mechanics and Repairers	Skilled crafts and trades
8583	Rail Transport Equipment Mechanics and Repairers	Skilled crafts and trades
8584	Industrial, Farm and Construction Machinery Mechanics and Repairers	Skilled crafts and trades
8585	Business and Commercial Machine Mechanics and Repairers	Skilled crafts and trades
8586	Inspecting, Testing, Grading and Sampling Occupations: Equipment Repair, n.e.c.	Skilled crafts and trades
8587	Watch and Clock Repairers	Skilled crafts and trades

SOC #	Unit Groups	Employment Equity Occupational Groups
8588	Precision Instrument Mechanics and Repairers	Skilled crafts and trades
8589	Other Mechanics and Repairers, n.e.c.	Semi-skilled manual workers
8590	Foremen/women: Other Product Fabricating, Assembling and Repairing Occupations	Foremen/women
8591	Jewelry and Silverware Fabricating, Assembling and Repairing Occupations	Semi-skilled manual workers
8592	Marine Craft Fabricating, Assembling and Repairing Occupations	Semi-skilled manual workers
8593	Paper Product Fabricating and Assembling Occupations	Other manual workers
8595	Painting and Decorating Occupations, n.e.c.	Other manual workers
8596	Inspecting, Testing, Grading and Sampling Occupations: Other Product Fabricating, Assembling and Repairing	Other manual workers
8598	Occupations in Labouring and Other Elemental Work: Other Product Fabricating, Assembling and Repairing	Other manual workers
8599	Other Product Fabricating, Assembling and Repairing Occupations, n.e.c.	Other manual workers
8710	Foremen/women: Excavating, Grading, Paving and Related Occupations	Foremen/women
8711	Excavating, Grading and Related Occupations	Other manual workers
8713	Paving, Surfacing and Related Occupations	Other manual workers
8715	Railway Section and Track Workers	Other manual workers
8718	Occupations in Labouring and Other Elemental Work: Excavating, Grading, Paving and Related Activities	Other manual workers
8719	Excavating, Grading, Paving and Related Occupations, n.e.c.	Other manual workers
8730	Foremen/women: Electrical Power, Lighting and Wire Communications Equipment Erecting, Installing and Repairing Occupations	Foremen/women
8731	Electrical Power Line Workers and Related Occupations	Skilled crafts and trades
8733	Construction Electricians and Repairers	Skilled crafts and trades
8735	Wire Communications and Related Equipment Installing and Repairing Occupations	Skilled crafts and trades

SOC #	Unit Groups	Employment Equity Occupational Groups
8736	Inspecting, Testing, Grading and Sampling Occupations: Electrical Power, Lighting and Wire Communications Equipment Erecting, Installing and Repairing	Skilled crafts and trades
8738	Occupations in Labouring and Other Elemental Work: Electrical Power, Lighting and Wire Communications Equipment Erecting, Installing and Repairing	Other manual workers
8739	Electrical Power, Lighting and Wire Communications, Equipment Erecting, Installing and Repairing Occupations, n.e.c.	Skilled crafts and trades
8780	Foremen/women: Other Construction Trades Occupations	Foremen/women
8781	Carpenters and Related Occupations	Skilled crafts and trades
8782	Brick and Stone Masons and Tile Setters	Skilled crafts and trades
8783	Concrete Finishing and Related Occupations	Semi-skilled manual workers
8784	Plasterers and Related Occupations	Semi-skilled manual workers
8785	Painter, Paperhangers and Related Occupations	Other manual workers
8786	Insulating Occupations, Construction	Semi-skilled manual workers
8787	Roofing, Waterproofing and Related Occupations	Semi-skilled manual workers
8791	Pipefitting, Plumbing and Related Occupations	Skilled crafts and trades
8793	Structural Metal Erectors	Semi-skilled manual workers
8795	Glaziers	Skilled crafts and trades
8796	Inspecting, Testing, Grading and Sampling Occupations: Other Construction Trades	Skilled crafts and trades
8798	Occupations in Labouring and Other Elemental Work: Other Construction Trades	Other manual workers
8799	Other Construction Trades Occupations, n.e.c.	Semi-skilled manual workers
9110	Foremen/women: Air Transport Operating Occupations	Foremen/women
9111	Air Pilots, Navigators and Flight Engineers	Semi-professionals and technicians
9113	Air Transport Operating Support Occupations	Skilled crafts and trades
9119	Air Transport Operating Occupations, n.e.c.	Semi-skilled manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
9130	Foremen/women: Railway Transport Operating Occupations	Foremen/women
9131	Locomotive Operating Occupations	Skilled crafts and trades
9133	Conductors and Brake Workers, Railway	Semi-skilled manual workers
9135	Railway Transport Operating Support Occupations	Semi-skilled manual workers
9139	Railway Transport Operating Occupations, n.e.c.	Other manual workers
9151	Deck Officers	Skilled crafts and trades
9153	Engineering Officers, Ship	Skilled crafts and trades
9155	Deck Crew, Ship	Semi-skilled manual workers
9157	Engine and Boiler-room Crew, Ship	Semi-skilled manual workers
9159	Water Transport Operating Occupations, n.e.c.	Semi-skilled manual workers
9170	Foremen/women: Motor Transport Operating Occupations	Foremen/women
9171	Bus Drivers	Semi-skilled manual workers
9173	Taxi Drivers and Chauffeurs	Semi-skilled manual workers
9175	Truck Drivers	Semi-skilled manual workers
9179	Motor Transport Operating Occupations, n.e.c.	Semi-skilled manual workers
9190	Foremen/women: Other Transport Equipment Operating Occupations	Foremen/women
9191	Subway and Street Railway Operating Occupations	Semi-skilled manual workers
9193	Rail Vehicle Operators, Except Rail Transport	Other manual workers
9199	Other Transport Equipment Operating Occupations, n.e.c.	Semi-skilled manual workers
9310	Foremen/women: Material Handling and Related Occupations, n.e.c.	Foremen/women
9311	Hoisting Occupations, n.e.c.	Semi-skilled manual workers
9313	Longshore Workers, Stevedores and Freight Handlers	Other manual workers
9314	Parcel Carriers, n.e.c.	Other manual workers
9315	Material Handling Equipment Operators, n.e.c.	Other manual workers
9317	Packaging Occupations, n.e.c.	Other manual workers
9318	Occupations in Labouring and Other Elemental Work: Material Handling and Related Activities, n.e.c.	Other manual workers

SOC #	Unit Groups	Employment Equity Occupational Groups
9319	Other Material Handling and Related Occupations, n.e.c.	Other manual workers
9510	Foremen/women: Printing and Related Occupations	Foremen/women
9511	Typesetting and Composing Occupations	Skilled crafts and trades
9512	Printing Press Occupations	Skilled crafts and trades
9513	Stereotyping and Electrotyping Occupations	Skilled crafts and trades
9514	Printing Engraving, Except Photoengraving, Occupations	Skilled crafts and trades
9515	Photoengraving and Related Occupations	Skilled crafts and trades
9517	Bookbinding and Related Occupations	Semi-skilled manual workers
9518	Occupations in Labouring and Other Elemental Work: Printing and Related Activities	Other manual workers
9519	Printing and Related Occupations, n.e.c.	Other manual workers
9530	Foremen/women: Stationary Engine and Utilities Equipment Operating and Related Occupations	Foremen/women
9531	Power Station Operators	Skilled crafts and trades
9539	Stationary Engine and Utilities Equipment Operating and Related Occupations, n.e.c.	Skilled crafts and trades
9550	Foremen/women: Electronic and Related Communications Equipment Operating Occupations, n.e.c.	Foremen/women
9551	Radio and Television Broadcasting Equipment Operators	Semi-professionals and technicians
9553	Telegraph Operators	Skilled crafts and trades
9555	Sound and Video Recording and Reproduction Equipment Operators	Skilled crafts and trades
9557	Motion Picture Projectionists	Skilled crafts and trades
9559	Other Electronic and Related Communications Equipment Operating Occupations, n.e.c.	Skilled crafts and trades
9590	Foremen/women: Other Crafts and Equipment Operating Occupations, n.e.c.	Foremen/women
9591	Photographic Processing Occupations	Semi-skilled manual workers

SOC #	**Unit Groups**	**Employment Equity Occupational Groups**
9599	Other Crafts and Equipment Operating Occupations, n.e.c.	Skilled crafts and trades
9910	Supervisors and Foremen/women: n.e.c.	Foremen/women
9916	Inspecting, Testing, Grading and Sampling Occupations: n.e.c.	Semi-skilled manual workers
9918	(9921-9926) Occupations in Labouring and Other Elemental Work: n.e.c.	Other manual workers
9919	Other Occupations, n.e.c.	Semi-skilled manual workers

TECHNICAL REFERENCE PAPER NO. 4 : INDUSTRIAL CLASSIFICATION FOR EMPLOYMENT EQUITY REPORTS

The Employment Equity Act requires employers to report by industrial sector activity. Form 1 asks employers to report those industrial sectors in which they operate and to give the number of employees in each industrial sector. Schedule IV provides employers with the Industrial Group Classification to be used in completing reports.

Employers are required to report by the specific industrial groups in which they are classified. They are also reminded that if they operate in more than one industrial group and employ one thousand (1,000) or more employees in each of those industrial groups, they need to report on their employees by each industrial group classification.

NOTE THAT MANY GROUPS LISTED IN SCHEDULE IV ARE NOT APPLICABLE FOR EMPLOYERS REGULATED UNDER THE CANADA LABOUR CODE, SECTION 2.

Statistics Canada regularly conducts surveys and assigns industrial groups to businesses. Most employers are aware of the industrial groups to which their business operations belong. Incorporation documents or business licence applications or permits will likely have such information, and provincial or federal business or corporate regulations as well as tax legislation usually require registration of any changes in the nature of businesses on an annual basis.

If the industrial groups to which businesses are assigned remain unknown after checking the sources mentioned above, the following steps are advised:

1. Determine the main operating areas of the business by the nature of the work undertaken in those areas.
2. Select the industrial classifications (Column I, Schedule IV) best suited to those main operating areas.
3. Determine which industrial group descriptions (Column II, Schedule IV) are most applicable.
4. The industrial group descriptions are the industrial sector titles to be recorded and used in the Employment Equity Reports.

The attached table illustrates this process.

If in doubt, for detailed reference or more precise information, see:

> Statistics Canada, STANDARD INDUSTRIAL CLASSIFICATION, Fourth Edition, December 1980, Ottawa (Supply and Services Canada, catalogue number 12-501E, ISBN 0-660-10672-8).

For further assistance, refer to the nearest Regional Employment Equity Consultative Services (see Employer's Handbook).

Employment and Immigration Canada
Employment Equity Branch
August 1986

	Examples to Illustrate the Above Suggested Steps						
Suggested Steps	Example A case of a grain elevator company	Example B case of a uranium mining company	Example C case of an airline company	Example D case of a Crown Corporation who deals with international development	Example E case of an inter-provincial trucking company	Example F case of a radio broadcasting company	Example G case of a bank
1. determine main operating area (Column I left Schedule IV)	transportation and storage industries	mining (including milling), quarrying and oil well industries	transportation and storage industries	government service industries	transportation and storage industries	communications and other utility industries	finance and insurance industries
2. Select best suited industrial classification (Column I right, Schedule IV)	storage and warehousing industries	mining industries	transportation industries	federal government service industries	transportation industries	communications industries	deposit accepting intermediary industries
3. Determine most applicable industrial group description (Column II, Schedule IV)	grain elevator industry	metal mines	air transport industries	foreign affairs and international assistance	truck transport industries	tele-communications broadcasting industries	chartered banks and other banking-type intermediaries
4. Industrial sector title to be recorded on Employment Equity reporting forms.	grain elevator industry	metal mines	air transport industries	foreign affairs and international assistance	truck transport industries	tele-communications broadcasting industries	chartered banks and other banking-type intermediaries

E

EMPLOYMENT EQUITY:

A GUIDE FOR EMPLOYERS

Prepared by:
Consultative Services

Employment Equity Branch
Employment & Immigration Canada
July, 1986

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EMPLOYMENT EQUITY: A GUIDE FOR EMPLOYERS

These guidelines have been developed pursuant to section 12 of the Employment Equity Act, 1986. This section permits the Minister of Employment and Immigration Canada to provide information that will assist employers to plan and implement Employment Equity programs. It is hoped that the information contained in the guidelines will be useful to federally regulated employers, federal contractors and other interested employers in Canada.

The purpose of the Employment Equity Act is:

"To achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and in the fulfillment of that goal, to correct the conditions of disadvantage in employment experienced by women, aboriginal peoples, persons with disabilities and persons who are, because of their race or colour, in a visible minority in Canada by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences." (Section 2, Employment Equity Act, 1986).

It is in this spirit, and in response to numerous requests from employers, that "Employment Equity: A Guide for Employers" has been produced.

Part I: FEDERAL EMPLOYMENT EQUITY INITIATIVES

1. Introduction

The Federal Government of Canada has introduced new and significant initiatives in Employment Equity. These are the Legislated Employment Equity Program and the Federal Contractors Program. They are aimed at achieving equal access to employment opportunities for all Canadians by directly involving and assisting employers in the implementation of Employment Equity.

Employment Equity is an action-oriented approach that identifies the existence of specific employment barriers to certain groups of people and provides a number of practical and creative remedies.

Employment Equity planning enables employers to respond in a positive and flexible way to the challenge of a changing labour force and contributes to economic and social fairness in the labour market. From the point of view of forward-looking senior executives, managers and owner operators, Employment Equity also makes good business sense. It contributes to the bottom line by broadening the base of qualified individuals for employment, training and promotion, and by helping employers to avoid costly human rights complaints.

Employment Equity involves the identification and removal of systemic barriers to employment opportunities that discriminate against women, visible minorities, aboriginal peoples and persons with disabilities. Employment Equity also involves the implementation of special measures and the application of the concept of reasonable accommodation when these are necessary to achieve and maintain a representative work force.

Some employers have new, specific obligations under the federal Legislated Employment Equity Program and the Federal Contractors Program. Both of these programs are described later in the Guidelines.

These Guidelines are intended to assist all interested employers to implement Employment Equity, by providing an introduction to the implementation of Employment Equity programs. The Guidelines are based on the experiences of employers, unions, and practitioners in the fields of human rights and employment, and on the concerns expressed by representatives of advocacy organizations for women, aboriginal peoples, visible minorities and persons with disabilities. The Guidelines will discuss in general terms, the issues, organizational requirements and legal obligations relevant to the implementation of Employment Equity by Canadian employers. Finally, the Guidelines will propose a framework for an "action plan" which employers may adapt to their particular circumstances and overall business objectives.

CONSULTATIVE SERVICES ON EMPLOYMENT EQUITY

The federal government continues to provide professional consulting services on the implementation of Employment Equity, at no cost, to all employers. This service is available in every region, at the following locations:

PROVINCE	ADDRESS	TELEPHONE NUMBER
NATIONAL HEADQUARTERS	Director, Consultative Services 140 Promenade du Portage Phase IV, 5th Floor Ottawa/Hull K1A 0J9	(819) 997-1752
NEWFOUNDLAND	Employment Equity Consultant 167 Kenmount Road P.O. Box 12051 St. John's, Newfoundland A1B 3Z4	(709) 772-2295
PRINCE EDWARD ISLAND	Special Services and Employment Equity Consultant 85 Fitzroy Street Charlottetown, PEI C1A 1R6	(902) 566-7652
NOVA SCOTIA	Employment Equity Consultant 1888 Brunswick Street P.O. Box 2463 Halifax, Nova Scotia B3J 3E4	(902) 426-6825
NEW BRUNSWICK	Employment Equity Consultant 565 Priestman Street P.O. Box 2600 Fredericton, New Brunswick E3B 5V6	(506) 452-3779
QUÉBEC	Employment Equity Coordinator 1441 St. Urbain Street 3rd Floor Montreal, Quebec H2X 2M6	(514) 283-7161
ONTARIO	Chief, Employment Equity 264 Adelaide Street East Main Floor Toronto, Ontario M5A 1N1	(416) 973-3755

PROVINCE	ADDRESS	TELEPHONE NUMBER
MANITOBA	Employment Equity Consultant Eaton Place 710-330 Graham Avenue Winnipeg, Manitoba R3C 4B9	(204) 949-4547
SASKATCHEWAN	Employment Equity Consultant 2101 Scarth Street Room 600 Regina, Saskatchewan S4P 2H9	(306) 780-5258
ALBERTA	Employment Equity Consultant 9925-109th Street Edmonton, Alberta T5K 2J8	(403) 420-2416
BRITISH COLUMBIA	Chief, Employment Equity 1055 West Georgia Street P.O. Box 11145 Vancouver, British Columbia V6E 2P8	(604) 666-6569

2. BACKGROUND

A. Why Employment Equity is Needed

The right to Employment Equity flows from the wording of federal and provincial employment standards legislation, human rights codes and the Charter of Rights and Freedoms.

There is ample evidence in all sectors of society that equal access to employment has been denied to members of certain groups because of their sex, racial or ethnic characteristics, or disability. This situation not only violates basic human rights but also hinders economic growth by preventing the full participation of skilled individuals from designated groups.

Women, aboriginal peoples, visible minorities and persons with disabilities face significant but different disadvantages in employment. Some of these include high unemployment, occupational segregation, pay inequities and limited opportunities for career progression.

B. Status of Designated Groups

Women tend to be concentrated in a few occupations which are accorded lesser status and receive lower pay. Some of these occupations will be seriously affected by technological change. Women also tend to be found at lower levels of occupational groups and infrequently in senior management or operational jobs. Yet nationally, women make up 43% of the labour force and are expected to contribute 60% of labour market growth in this decade.

The numbers of young aboriginal workers will increase dramatically in the 1980s and in the West will account for a substantial portion of labour market growth. However, many individuals face major employment barriers, which may be compounded by low educational achievement and lack of job experience, as well as language and cultural barriers. In urban centres, many aboriginal workers are concentrated in low paying, unstable employment.

Estimates of unemployment rates for employable persons with disabilities range from 50 to 90 per cent. Disabled persons face attitudinal barriers, physical demands that are unrelated to actual job requirements, and inadequate access to the technical and human support systems that would make productive employment possible.

Visible minority groups vary in their labour force profiles and in their regional distribution. Studies have shown that West Indian Blacks and South Asians experience lower than average incomes, higher rates of unemployment, and reduced access to job interviews, even for those persons with the same qualifications as other candidates. Black Nova Scotians have faced disadvantages in employment for many years. Systemic barriers that have a negative employment impact on visible minorities can include culturally biased aptitude tests, lack of recognition of foreign credentials and excessive levels of language requirements.

3. What are Employers' Obligations?

Ideally, Employment Equity planning is adopted voluntarily by employers who understand and endorse the concept of fairness in the workplace, who see the business advantages of full utilization of a changing labour force and who are alert to the steps being taken towards enforcing equality in employment by the courts, by governments at all levels, and by human rights agencies and tribunals.

However, all employers are legally obligated by federal and provincial human rights statutes and employment standards legislation to ensure that no qualified individual is treated unfairly because of assumptions associated with their sex, ancestry, colour, disability status, or other non-bona fide occupational requirements.

Benefits of Employment Equity Programs

Companies with established Employment Equity programs have seen several long-term benefits.

Bell Canada finds that a commitment to Employment Equity means "good business" because the company will attract and retain the best available employees.

Syd Jackson of Manulife says: "...We believe that all individuals should be treated equally...As a result, we have acquired the best qualified people - a benefit both for the individuals and very definitely for the company."

The Royal Bank of Canada states: "True equal opportunity is a way of doing business. It reflects excellence in human resources management and we are determined to continue our efforts in this area..."

Back in 1975, Warner-Lambert Canada realized that more well-educated women were entering the work force with career aspirations...Employment Equity was one more approach "to help the company ensure continued fairness for all employees".

The President of Westinghouse states: "We see the program as supportive of our strategic objectives...it becomes the vehicle to access a broader base of skills. By supporting Employment Equity, we feel we are contributing to a fundamental social change..."

Finally, David McCamus, President of Xerox Canada, says: "Selection of personnel is one of the most critical decisions we make...We approach Employment Equity as we do all other business priorities...As a competitive and successful company, we have to make the best use of all available and qualified resources."

Syncrude, Steinberg, Via Rail among others are all positive in talking about the dynamic effects of Employment Equity programs in their companies.

A. An Act Respecting Employment Equity
(Royal Assent, June 27, 1986)

Employers and Crown corporations with 100 employees or more and who are regulated under the Canada Labour Code must implement Employment Equity and report on their results. This requirement is outlined in the Employment Equity Act as follows:

Federal Legislation

> Section 4. An employer shall, in consultation with such persons as have been designated by the employees to act as their representative or, where a bargaining agent represents the employees, in consultation with the bargaining agent, implement employment equity by:
>
> (a) identifying and eliminating each of the employer's employment practices, not otherwise authorized by a law, that results in employment barriers against persons in designated groups; and
>
> (b) instituting such positive policies and practices and making such reasonable accommodation as will ensure that persons in designated groups achieve a degree of representation in the various positions of employment with the employer that is at least proportionate to their representation
>
> (i) in the work force or
>
> (ii) in those segments of the work force that are identifiable by qualification, eligibility or geography and from which the employer may reasonably be expected to draw or promote employees.

Employers who fall under the legislation are required to report annually according to industrial sector, geographic location and employment status on the representation of members of designated groups by occupational group and salary range and to provide information on those hired, promoted or terminated. The reporting requirements are contained in the Regulations which specify the categories and format to be used by employers. These reports will be publicly available and will be provided to the Canadian Human Rights Commission which has the authority to initiate an investigation if it has reasonable grounds to believe that systemic discrimination is indicated by the data in the reports.

Federally-regulated employers are also required to prepare an annual Employment Equity plan with goals and timetables, and to retain each plan and all records used to prepare their annual report at their principal place of business in Canada for a period of at least 3 years.

Employers are invited to supplement the statistical information in their reports with an executive summary of no more than 4 pages in length. The narrative summary will be included as part of the company's public record.

This will provide employers with the opportunity to highlight company initiatives that support Employment Equity programs which would not necessarily be reflected in a numerical report. Some of these might include:

- Creative responses to issues of "reasonable accommodation" for employees with particular needs and characteristics.
- External activities to encourage members of designated groups to take part in employment opportunities such as scholarships or school visit programs.
- Particular efforts made to recruit, train and promote designated group members.
- Specific significant contributions to Employment Equity programs by managers, employees and unions.
- The impact of economic conditions on particular industries.

For further information, employers should contact:

Director
Legislated Employment Equity Program
Employment Equity Branch
Employment and Immigration Canada
OTTAWA, Ontario
K1A 0J9

B. The Federal Contractors Program

The Federal Contractors Program is designed to ensure that companies that do business with the Government of Canada achieve and maintain a representative work force.

Companies who employ 100 persons or more and who wish to bid on contracts of $200,000 or more to supply goods and services to the Federal Government, are required to commit themselves to implement Employment Equity and to certify this commitment as a condition of their bid.

The "terms and conditions" of this commitment include several criteria such as the establishment of goals for the hiring and promotion of designated group members, the elimination of policies or practices that hinder designated group members, and the adoption of special measures to ensure that goals are achieved.

Organizations will be subject to on-site compliance reviews by Canada Employment and Immigration Commission officials at any point after the start of the contract. Should compliance reviews indicate a failure to implement employment equity, sanctions will be applied, including the eventual exclusion of the employer from future government business.

For further information, employers should contact:

Director
Federal Contractors Program
Employment Equity Branch
Employment and Immigration Canada
OTTAWA, Ontario
K1A 0J9

Part II: KEY CONCEPTS IN EMPLOYMENT EQUITY

Employers, employees and other interested parties may find it useful to begin by examining some of the key concepts in Employment Equity, such as:

- Representative Work Force
- Availability Data
- Employment Systems
- Special Measures
- Reasonable Accommodation

1. Representative Work Force

Expanded employment opportunities for designated groups and the achievement of a representative labour force are the goals of Employment Equity.

From the employer's point of view, a company's work force is representative when it reflects the demographic composition of the external work force, that is, when it contains roughly the same proportions of women, visible minorities, aboriginal peoples and persons with disabilities in each occupation as are known to be available in the external work force, either by reason of their skills, qualifications, union membership, licenses, permits or other bona fide occupational requirement, or by their geographic accessibility to the employer.

A representative work force is a good indication that an employer is not limiting his/her access to the skills and talent of Canadian workers by discriminating on the basis of sex, race or colour, or disability.

A non-representative work force signals the need for evaluation and action, so that whatever is blocking or discouraging certain groups from employment and advancement may be corrected.

2. Availability Data/External Labour Force Data

External labour force data, often referred to as availability data, provides a necessary part of the information that an employer needs to determine whether or not his/her work force is representative. External labour force data describes the distribution of members of the designated groups by qualifications, by broad occupational groups, by industry, and by various geographic areas (i.e., national, provincial and census metropolitan areas).

The employer's analysis of his/her work force and external labour force data should allow the employer to determine if designated group members are either concentrated or underrepresented in specific occupational categories in the company, compared to their availability in specific recruitment areas, in the labour force in general, and from within the company itself. These findings will assist the employer to set reasonable goals and timetables for the achievement of a representative work force.

Employers are likely to be reasonably familiar with the composition of their local external labour force. They may wish to supplement their perception of their community by contacting Canada Employment Centres, private agencies and community groups, and the Employment Equity Branch of the Canada Employment and Immigration Commission. It should be noted that while some of this data is as yet incomplete, the Government is taking a number of steps through the current census and other statistical work to gradually assemble a more reliable database. Notwithstanding the need to improve the data, it is also important to note that data analysis is only one factor among many in determining the degree to which Employment Equity is being achieved.

3. Employment Systems

Employers in Canada tend to be well aware of the necessity to avoid direct, intentional discrimination, such as decisions to hire women only for secretarial positions.

However, a more subtle form of discrimination, often called systemic discrimination, is also likely to create inefficiencies and legal vulnerabilities for employers.

The term "systemic discrimination" describes the fact that many employment barriers are hidden, usually unintentionally, in the rules, procedures, and sometimes even the facilities that employers provide to manage their human resources. Discrimination can result if these "systems" encourage or discourage individuals because they are members of certain groups, rather than because of their ability to do a job that the employer needs done.

"Employment systems" or "employment practices" consist of the employer's standard ways of carrying out such personnel activities as recruitment, hiring, training and development, promotion, job classification and salary level decisions, discipline and termination. Some of these practices are formally described in personnel manuals and collective agreements while others remain more informal and are based on traditional practices.

An important legal principle is that employers are accountable even when discrimination is the unintended result of employment systems that screen out or block the progress of particular groups of employees or potential employees for reasons unrelated to qualifications, merit, or business requirements.

For example, if an employer's work force is already predominantly composed of employees representing only one group in our society, posting job vacancies within the company or recruiting by word of mouth among the employees is likely to perpetuate the existing situation. An alternate approach might be to deliberately vary recruitment methods, perhaps by contacting outside agencies and organizations.

4. Special Measures

Employment Equity includes not only the removal of barriers, but also the implementation of special measures and the application of the concept of reasonable accommodation.

Special measures such as targetted recruitment or special training initiatives, are aimed primarily at correcting, over a specified period of time, employment imbalances stemming from past discrimination. They are intended to hasten the achievement of fair representation in an employer's work force of qualified women, aboriginal peoples, visible minorities and persons with disabilities. In most jurisdictions, employers must base special measures on a thorough work force analysis. Employers are also advised to consult with the relevant federal or provincial human rights agency prior to carrying out the program, in order to be in a position to assure employees and managers that a particular special measure is an appropriate and necessary strategy.

5. Reasonable Accommodation

Reasonable accommodation, on the other hand, requires that adjustments to employment policies and practices be made so that no individual is denied benefits or forced to compete at a disadvantage for employment opportunities or is blocked from carrying out the essential components of a job because of their race or colour, sex, or disability. Human rights tribunals across Canada have placed employers under a duty to demonstrate a degree of flexibility in meeting the reasonable needs of employees. It is no longer acceptable for employers to simply assume that all employees will "fit in" no matter what their special needs. The practical limit of this duty is referred to as "undue hardship to the employer" and may include the necessity to adhere to binding provisions in collective agreements, the need to refrain from imposing an adverse effect on other employees and the issue of avoiding excessive costs. Reasonable accommodation can involve such measures as redesigning job duties, adjusting work schedules, providing technical, financial and human support services, and upgrading facilities.

Often, "reasonable accommodation" benefits all employees. The provision of allowances for child care expenses when employees take company-sponsored courses not only removes a barrier that blocks many women but also assists any employee with sole parenting responsibilities. The flexible work schedules adopted by some companies in northern Canada are an accommodation that benefits aboriginal employees who are prepared to work unusual hours in exchange for significant breaks away from the work site in order to take part in traditional hunting and fishing activities. Other employees also benefit from these work schedule options, such as those with families living in southern Canada.

Part III: HOW TO BEGIN: BASIC REQUIREMENTS

1. Introduction: A Planning Framework

Employment Equity requires planning. In smaller companies, planning may be a relatively simple process, requiring the cooperation of a small team of people. In large companies, the planning process will be more complex. However, planning requires that Employment Equity be recognized as not only an essential element of human resource management but also as a process of planned organizational change.

By taking a fresh look at their personnel systems, employers will be making changes which will be felt throughout their organization. It is essential to prepare employees and managers for change, particularly when the proposed changes may affect traditional views and working arrangements. Employers may find it helpful to think in terms of strategies for change which stress the critical importance of three phases normally associated with the successful introduction of any new policy, program or practice in an organization.

These are:

- Organizational-Readiness, which involves:
  - ° establishing senior level commitment
  - ° identifying and assigning resources for the task
  - ° identifying values and attitudes, and preparing employees and managers for the changes to come
  - ° developing and analysing work force data
  - ° reviewing formal and informal personnel policies and practices
  - ° identifying "barriers" to Employment Equity in these policies and practices.

- Management of Change, which involves:
  - ° developing an Employment Equity plan
  - ° assigning and managing the implementation process
  - ° carrying out a supportive communications strategy.

- Maintenance of Change, which involves:
  - ° monitoring
  - ° evaluating
  - ° reinforcing achievements
  - ° adjusting the plan, if necessary.

The following chart has been developed as a framework for Employment Equity planning, and as a guide to the tasks that may be associated with each part of the process.

PHASE I ORGANIZATIONAL READINESS

Step 1: Preparation

- Establish senior level commitment
- Establish mechanism for consultation with employee representatives (e.g., bargaining agents)
- Identify communications resources
- Assign senior staff and resources
- Identify organizational values and attitudes, and sources of support or resistance for Employment Equity.

Preparation

Step 2: Analysis

- Collect personnel information
- Evaluate current work force information
- Review formal and informal personnel policies and practices
- Identify barriers in policies and practices to Employment Equity.

Analysis

PHASE II MANAGEMENT OF CHANGE

Step 3: Develop Employment Equity Plan

- Establish goals and timetables
- Design new or modified personnel systems and procedures
- Develop special measures and reasonable accommodations
- Determine monitoring and accountability mechanisms.

Develop Employment Equity Plan

Step 4: Implementation

- Assign line management responsibility and accountability
- Implement Employment Equity Plan of Action
- Support with communications strategy.

Implementation

PHASE III MAINTENANCE OF CHANGE

Step 5: Evaluation and Monitoring

- Establish feedback and problem-solving mechanisms
- Carry out regular orientation and training programs for supervisors
- Follow through in management performance evaluation
- Reward achievements
- Maintain and update personnel information
- Make adjustments to program as required.

Monitor,
Evaluate,
Adjust

I ORGANIZATIONAL READINESS

A. Step 1 **Preparation**

* **Approximate time frame to complete: 2-3 months**

The organizational environment into which the Employment Equity program is introduced will have a significant effect on the planning and management of an Employment Equity program.

Commitment at Senior Levels

Employment Equity is most successful when commitment and support at senior levels is visible and consistent.

Senior management is most supportive when they believe that change is necessary and that Employment Equity will contribute to improved employee morale and productivity.

The commitment of management can be demonstrated through the development, in collaboration with appropriate employee representative(s), of a policy statement to be issued by the Chief Executive Officer or owner-operator, describing the organization's commitment to Employment Equity. This statement should then be distributed to all employees as well as being posted in strategic locations such as bulletin boards, cafeterias, etc.

* NOTE: Throughout this Guide, time frames are estimates only, based on the experiences of employers with 1000-3000 employees at the national level. In all cases, it is recognized that time frames are flexible and must be adapted by each employer to meet their individual needs.

Assignment of Senior Staff and Resources to Employment Equity Program

There are many variations in organizational structure, some of which relate to size, degree of centralization, type of industry, and nature of industrial relations. The Employment Equity approach should be structured to include one, or a combination of, the following:

- a senior level program manager, with access to senior management and labour officials or employee representatives
- a joint labour-management committee
- an Employment Equity advisory committee with mechanisms for union consultation, or in non-unionized settings for consultation with designated employee representatives
- designated line management responsibility and accountability.

If employers decide to recruit or assign a senior level individual to the company's Employment Equity program, the probability of program success will increase if the following points are considered. An Employment Equity manager should:

- be knowledgeable about the problems and concerns of designated groups;
- have the status and ability needed to gain the cooperation of employees, employee association officials, and managers at all levels in the organization;
- have sufficient time to devote to Employment Equity issues, and not be overly burdened by other responsibilities;
- be in a position to monitor and report to the Chief Executive Officer on the results of Employment Equity measures within the organization; and
- be prepared to serve as the Employment Equity contact point with federal and provincial government agencies.

NOTE: The assignment of a senior level person to manage the Employment Equity program is an obligatory element of the "Criteria for Implementation" under the Federal Contractors Program.

The critical elements of any approach are clear responsibility and accountability vested in an individual or a group with the authority and the resources to achieve changes.

Access to External Expertise

Employers may wish to obtain technical assistance and expert professional advisory services on Employment Equity. A federal government source, available at no cost to employers, is CEIC's Employment Equity Consultants across Canada (see p.p. 3-4). Other sources might include the various community organizations that represent the interests of the designated groups, some labour organizations and private consulting firms. In addition, federal and provincial human rights agencies also provide information on various aspects of employment practices to employers.

Consultation

Employers covered by the Employment Equity Act are legally obligated t consult with designated employee representatives, or, in unionized settings, with bargaining agents.

In this context, consultation means that the employer must supply sufficient information and sufficient opportunity to employee representatives or bargaining agents to enable them to ask questions and submit advice on the implementation of Employment Equity.

In some organizations, where there are joint union/management committees and an understanding that advance communication will occur on issues of mutual concern, employers may wish to use similar mechanisms for Employment Equity planning.

The labour movement in Canada generally supports the concept of Employment Equity, with the provision that as the legitimate representatives of employee interests in unionized settings, trade unions should be fully informed and involved from the beginning of the employer's planning process.

It is useful to consider that many support mechanisms for the achievement of Employment Equity such as parental leave, child care provisions, job evaluation programs, and flexible hours, have already been successfully negotiated between many employers and unions.

As well, many labour organizations carry out regular educational programs for their members on human rights and the importance of eliminating racism and sexism at the work site.

In order to consult as required under the Employment Equity Act, federally-regulated employers in non-unionized settings may find it necessary to develop mechanisms for the election or appointment of employee representatives and the establishment of an Employment Equity advisory committee. Examples of company practices which could be examined by a committee to determine their impact on Employment Equity could include advertising and recruitment policies, company-sponsored training, the organization of work schedules and facilities, and systems for promotion to management positions, to name only a few examples.

Experience has shown that Employment Equity programs are best accepted when the process of implementation is seen as fair and reasonable by employees.

Communication

When an Employment Equity policy statement is issued by a company, questions are likely to be raised among employees as to how present personnel practices will change, and whether employment and promotional opportunities for other than designated group members will be affected. For designated group members, there may be concerns about how self-identification will affect them individually. It is important, therefore, that the policy statement be accompanied by a communiqué explaining what Employment Equity is, the rationale for the program, and its implications for present and future employees. Assurances should be given at this time that all information provided will be treated confidentially and will not be used to identify individuals other than for the purpose of Employment Equity program activities. The communiqué may also list the names of persons responsible for administering the program, and outline any planned activities the employer may deem necessary to establish the program, e.g., work force analysis, policies and procedures analysis, etc.

Additional communications tools may include periodic information sessions and newsletters directed to both management and employees, and the distribution of action plans and progress reports throughout the organization.

Resources

Initially, Employment Equity requires a concrete investment of staff time and resources, for work force research and analysis, for training, and for communicating the organization's interest and commitment to managers, employees, union representatives and local human rights agencies.

Employers may be able to reduce a portion of their Employment Equity costs by obtaining government support. At the federal level, under the Canadian Jobs Strategy, employers may wish to inquire at any Canada Employment Centre about their eligibility for funds to support job creation and training initiatives for members of designated groups and for upgrading their facilities for disabled persons. Recruitment costs can also be reduced by working with community based employment services (e.g., Outreach projects) funded by the Canada Employment and Immigration Commission. Similar programs may be sponsored under various provincial government programs.

As well, some community groups may be prepared to put employers in touch with qualified and available designated group members, or to comment on an employer's particular approach to Employment Equity planning.

B. Step 2 **Analysis**

**Approximate time frame
to complete:
6 months**

Data

Developing an Internal Work Force Profile

Useful data for Employment Equity planning includes both "stock" data and "flow" data. Stock data provides a snapshot of the organization by showing where members of designated groups are employed in the organization, at what salaries and status and in what occupations on a particular date. "Flow" data refers to the relative distribution of designated groups in applications, interviews, hiring decisions, training and promotion opportunities, and terminations. Flow data provides information on the movement of employees into and through the organization.

Personnel Information

Some of the information necessary for Employment Equity planning will be available in existing personnel files, e.g., salary, sex, access to benefits, seniority status, occupation, and career history in the organization. Other data, particularly on the distribution of members of designated groups in the employer's organization, will likely have to be gathered by the employer.

Data Requirements

Federal Regulations accompanying the Employment Equity Act describe the types of data that federally regulated employers must provide on an annual basis to CEIC in order to show progress in Employment Equity. Other employers may find these Regulations useful for establishing data requirements. Briefly, these Regulations require data reports on the status of women, persons with disabilities, aboriginal peoples and visible minorities, relative to other employees, by:

- industrial sector
- geographic locations (major metropolitan areas, provinces, all Canada)
- occupational groups
- employment status (full-time, part-time, temporary)
- salary ranges
- hirings, promotions and terminations.

Identifying Employees in Designated Groups (Self-Identification)

There are two convenient points at which individuals may be asked to identify themselves as members of designated groups for Employment Equity purposes.

One is at the point of application for a job (pre-employment). Another opportunity occurs after the hiring decision, when the individual is part of the employer's work force (post employment).

Pre-employment Inquiries

Most human rights codes restrict the range of questions that may be included in pre-employment inquiries. However, if an employer is consciously putting Employment Equity measures in place based on a work force analysis, certain pre-employment inquiries may be accepted by the relevant human rights agency. For example, an employer may wish to make a concerted effort for a specific period of time to seek out qualified women for certain positions.

The usual advice regarding "applicant data" provided to federally regulated employers by the federal Canadian Human Rights Commission is that data on the membership of applicants in designated groups may be obtained routinely by the employer, as long as the information is provided voluntarily and is clearly separated from the interview and hiring process. Many companies use a "tear-off" sheet, attached to application forms, which is then used to monitor the relative numbers of applicants from the designated groups. Other employers should obtain guidance on this practice from their provincial human rights agencies, as legislation varies from province to province.

Current Employees (Post-employment inquiries)

Post-employment inquiries may be conducted in order to contribute to Employment Equity planning. Again, however, the provincial, territorial and federal governments vary in their approach and criteria, and should be consulted through the appropriate human rights agencies.

Self-identification

For example, under the federal Legislated Employment Equity Program, employers are advised to gather data on members of designated groups in accordance with the following criteria:

- employees voluntarily agree to be identified or identify themselves as members of designated groups
- the use of the data must be restricted to Employment Equity planning purposes.

Obviously, in order to obtain a high level of response to data-gathering efforts, clear communication between employer and employees is vital. Until designated group members and other employees become aware of the value of an Employment Equity program, self-identification may create some challenges for the employer.

One challenge will be to create a climate of trust in the management of the program. Every effort should be made to encourage employees to self-identify and to participate in the program. Employers may find it useful to meet with employees or their representatives on a regular basis to answer questions and to respond to concerns or suggestions.

This may also mean that a number of management-oriented activities need to be developed and marketed throughout the organization. Employers may encourage participation and confidence in the program by providing specialized training to managers on various aspects of Employment Equity programs, and by providing opportunities for managers to be recognized for their contributions to the development and administration of effective Employment Equity strategies.

Some employers have formed committees to monitor the self-identification process. Members have included union representatives, human rights experts, management representatives, members of community groups representing the interests of the designated groups, and employee representatives. Other employers have assigned this responsibility to an advisory committee established to oversee the complete program.

If an employer administers a self-identification questionnaire, confidentiality and a clear commitment at senior levels to the concept of Employment Equity should be communicated.

A self-identification form could contain:

- an explanation of the employer's Employment Equity policy, the purpose of the Employment Equity program, and the need for the information requested

- an indication that the information supplied will be confidential and will be used only for Employment Equity purposes by those persons identified as responsible for the program

- the categories for self-identification with brief explanations and examples

- an optional indication that the form has been reviewed by the relevant human rights agency

- an optional space for comments and suggestions

- a contact person for information and suggestions.

Special arrangements, such as braille forms, confidential interviews, or translations may be required so that employees who are unable to respond to a questionnaire may be included, (e.g., visually impaired persons, illiterate persons, employees who are unfamiliar with the language on the form, etc.).

Analysing The Data: The Work Force Profile

Payroll lists and the results of the organization's self-identification exercise will provide the information needed to construct a basic work force profile.

A useful first step in building a useful work force profile is to translate the employer's job titles into Standard Occupational Codes to the 4-digit level.

> i.e.; secretaries and stenographers are classified in the unit group number 4111, which falls under stenographic and typing occupations (minor group number 411), which in turn is found under major group 41, Clerical and Related Occupations in the SOC.

The Standard Occupational Codes (SOC) refer to the occupational classification system created by Statistics Canada for use in surveys and for other purposes. It is readily available to employers through most public libraries, many academic libraries, and all Depository Libraries, or it may be purchased from Supply and Services Canada. The SOC consists of job titles and brief descriptions of typical job content according to tasks, duties, and responsibilities of the occupation. A list of depository libraries may be obtained from Supply and Services Canada, Canadian Government Publishing Centre, Ottawa, Canada K1A 0S9, by asking for the free publication "Where and How... to obtain Canadian Government Publications".

Although this stage of the development of a work force profile is often time consuming, it is not difficult and will be helpful later when employers want to compare their internal work force with external work force data, or "availability data". This is because availability data is organized according to 4-digit SOC classifications.

Employers with large work forces may wish to group their employees into larger sets of occupations, for monitoring and/or federal reporting purposes.

A paper describing the appropriate grouping of SOC occupations into 12 categories has been developed and may be obtained from CEIC's Regional Consultants or from the Director of Technical Services (see Addresses, pp. 3-4 and p. 23).

Once the status of designated group employees within the organization has been determined and the employer's job titles translated into Standard Occupational Codes, the work force profile may be used to analyze how this representation compares to the representation of qualified designated group members available (utilization analysis). Three variables must be kept in mind in this analysis:

1) the recruitment areas from which new employees for specific occupational categories are normally obtained;

2) the skill requirements of the job; and

3) the availability of employees inside the employer's organization for training and promotion.

Availability Data

Availability data is an important element of Employment Equity analysis. Availability data usually refers to: external labour force data (numbers of qualified persons available for work) for a defined geographical recruitment area appropriate for the occupation in question, from which the employer may reasonably be expected to draw.

Recruitment areas will vary for certain occupational groups and salary levels. For example, it may be appropriate to recruit semi-skilled labour and trainees from the local community. On the other hand, it is reasonable to consider recruitment on a national level for more senior and highly paid positions. In its broadest sense, availability data should also include the internal work force profile, to ensure that employers consider those individuals in their own organizations who are "available" for transfers, training or promotions.

CEIC is developing "availability data packages" by industry, occupation and various recruitment areas (i.e., national, provincial, metropolitan) for the designated groups. These will provide employers with external work force information. Employers can expect this data to improve over time, as special surveys and the 1986 Census are carried out and analysed.

These data packages will be distributed by:

Director
Technical Services
Employment Equity Branch
Canada Employment and Immigration Commission
OTTAWA, Ontario K1A 0J9

Employment Systems Review

Focus on Systems

The insights obtained from the comparison of work force data with availability data, should provide employers with a starting point for an audit of employment practices.

The types of employment practices that should be examined include:

Employment Practices: Finding the Barriers

- job classification and descriptions
- recruitment processes
- training and development
- performance evaluation systems
- promotions and upward mobility
- levels of compensation
- access to benefits
- termination processes
- discipline procedures
- facilities (building design) and access to assistance.

The usual test for systemic discrimination involves assessing the policy, practice or system by the following criteria:

- Is it job related?
- Is it valid? Does the test, or required qualification, have a direct relationship to job performance?
- Is it consistently applied?
- Does it have adverse impact? (i.e., affect members of designated groups more than those in dominant groups)?
- Is it a business necessity?
- Does it conform to human rights and employment standards legislation?

Each of these questions needs to be asked of every employment practice. The answers will allow employers to tailor their Employment Equity planning to their organization, industry, and legal environment.

In a large organization with complex systems, an experienced team will be required to carry out the analysis. In a smaller organization, one or two informed persons can undertake a fairly comprehensive review.

Employment Practices	**Examples of Systemic Discrimination**	**Example of Possible Solutions**
	1. Recruitment practices that limit applications from designated groups, e.g., word of mouth, internal hiring policies.	Word of mouth could be supplemented by calls to community organizations representing designated groups or the local Canada Employment Centre.
	2. Physical access which restricts those who are mobility impaired, e.g., no ramps, heavy doors, narrow passageways.	Facility upgrading
	3. Job descriptions and job evaluation systems which undervalue the work of positions traditionally held by women.	Rewrite job descriptions, rationalize evaluation systems, special training for supervisors.
	4. A workplace environment that does not expressly discourage sexual or racial harassment.	Issue a company policy against these behaviours, with guidelines and follow-up through appraisal and discipline procedures, and develop complaint and problem solving mechanisms for any employee to use.

II MANAGEMENT OF CHANGE

C. Step 3 Develop Employment Equity Plan

Approximate time
frame to complete:
2 months

What should the plan include?

- Numerical objectives to increase where necessary, representation by occupational group for each of the four designated groups, within established time frames.
- Remedies and procedures which address the specific issues that have been identified, such as strategies to achieve objectives through special recruitment or training programs.
- Strategies to create a supportive equity environment, e.g., training for supervisors in relation to a variety of cultural backgrounds.
- Assignment of clear responsibility and accountability for each activity.
- A focus which is broad enough to include responsibilities for all the "stake holders" in the organization, i.e., middle managers, personnel specialists, employees, unions, the CEO, etc.
- An outline of monitoring and evaluation procedures to be used.

Goals and Timetables

The work force analysis and the review of employment systems will provide the employer with a useful base on which to develop realistic goals and timetables. Although common sense and experience are the usual guidelines, several statistical methods can be used to determine appropriate objectives depending on the size and complexity of the organization. Technical guidance may be obtained from CEIC's Employment Equity Training Manual or from CEIC's Regional Employment Equity Consultants.

Informing Employees about the Plan

Finally, the plan of action needs to be formulated and communicated to all employees in a manner which is appropriate to the organization. Employers report that by making their plan available to employees, support and understanding is enhanced.

D. Step 4 **Implementation**

Approximate time frame to complete: (this should be consistent with the company's normal planning cycle)
For example: 1 year

Each employer will find that his/her approach to implementation will be unique. The success of plan implementation will depend on the clarity of roles and responsibilities, the availability of resources, the effectiveness of the communication strategy, the acceptance of plan initiatives and objectives, and the availability of needed training. The plan will, throughout the implementation period, be affected by changes in the internal and external environment. Its strategies can be modified or eliminated when results are not achieved or resources are not available. Its implementation will be guided and monitored by those responsible and accountable for its outcome.

Implementation Case Studies

Study #1

The company has had a formal policy of hiring disabled persons for the past two years. However, only two have applied and neither was suitable for the job. The company wants to succeed in this area.

The Approach: The company has decided to take a proactive approach with an outreach recruitment program. It has contacted associations representing persons with disabilities and passed along word to the local Canada Employment Centre. It is undertaking a review of job content to assist in restructuring jobs and is looking at a corporate fund for technical aids (e.g., a talking typewriter) from which managers can draw. It is requesting that each manager develop initiatives for his/her own area. The staffing group has set a goal of increasing the number of disabled applicants to at least nine in the coming year and each manager will set a branch goal for hiring.

Study #2

There are no women in the upper levels of management. The reason is simple enough - the company has an internal promotion policy and women are not as yet in a position to be eligible for the top jobs. The company is hopeful one or two will rise someday from the ranks.

The Approach: The company has decided that leaving things as they are will be too slow. It decides to move on a number of fronts such as establishing an accelerated management trainee program for high potential women and carrying out external search activities for key occupational groups. It intends to set targets for female managers and hopes that its expanded selection pool will help them succeed.

Study #3

An employer administers a standard selection test for entry level jobs to all applicants. The company suspects that the test is biased in some way against persons from different cultures and social backgrounds, but needs an efficient way to screen the hundreds of applicants who apply for the positions.

The Approach: The company has decided to validate the test and at the same time to see if other selection processes are available which don't have an adverse impact. It has set targets for both activities and will carry out an interim evaluation of the new practices in six months time. (Validation means that the company will determine whether or not the test has any meaningful relationship to job performance, and often requires a careful classification of the essential components of the job and the skills that are required).

Study #4

The company is downsizing and doesn't see much opportunity to implement Employment Equity. Much as they would like to, the situation looks bleak.

The Approach: While the employee population is being reduced in some areas, some jobs are still being filled. The company plans on carrying out targetted external recruiting from the designated groups for some of the positions that are available. In order to fill other positions, they are looking at job restructuring and bridging positions to provide the employees with broader and more highly developed skills. Frequently, this strategy is particularly effective for lower level administrative positions because it allows the company to encourage high potential employees without requiring a significant training budget. Employees who take advantage of opportunities to learn new skills during a downturn are often strong candidates for promotion when recovery occurs.

III MAINTENANCE OF CHANGE

E. Step 5 Evaluation and Monitoring

Approximate time frame: ongoing

Monitoring allows the employer to assess progress towards the goal of a representative work force, determine the effectiveness of equity initiatives and respond to organizational and environmental changes.

Monitoring should help the employer to answer the following questions:

- Has implementation of the Employment Equity plan accomplished what was intended?
- What else has happened as a result of the plan?
- Are the resources assigned to Employment Equity sufficient and well used?
- Are there better ways to achieve the desired results?

Annual progress reports permit all employees to follow the organization's initiatives and achievements. Interim reports on special projects heighten program visibility and acceptance and promote management commitment and accountability.

Training and Orientation

Employment Equity is an approach to human resource management that will need to be supported and reinforced at regular intervals. An orientation to Employment Equity objectives and plans should be a routine part of management training, employee communications strategies, and public relations activities.

What to Monitor?

All employers need to monitor their programs to ensure that results are being achieved and efforts well spent.

Under the Employment Equity Act, federally regulated employers are monitoring specific indications which will be reported to the government. Employers who are subject to the Federal Contractors Program are expected to keep and retain appropriate records for compliance reviews.

By asking the kinds of questions that are used to evaluate other business initiatives, employers will find themselves gathering both quantitative and qualitative information. Quantitative information permits employers to measure specific trends and may include:

Comparisons of designated group participation rates with non-designated group participation rates in:

- number of applicants
- number of interviews
- number of hirings
- promotion and transfer records
- training requests and activities
- apprenticeship programs
- terminations
- human rights complaints.

A successful Employment Equity program will also generate significant changes in the quality of human resource management in the organization. Some of these changes may include:

- a stronger interest on the part of employees and managers to their rights and responsibilities regarding Employment Equity
- a higher profile for the personnel function
- a more flexible and creative approach to training, scheduling and mobility in the organization for a wider variety of individuals
- more efficient use of the skills and abilities of all employees.

Reactions to these impacts of Employment Equity may be obtained through surveys, interviews, discussions at regular intervals, and the management appraisal process.

How to Monitor?

The complexity of the monitoring process will depend on a number of variables: the type of organization, the kinds of initiatives undertaken, the rate of progress, the visibility of the organization, and the resources. Some of the more common monitoring tools and processes include:

- periodic internal work force analysis and external comparison

- ongoing monitoring of employment practices and adverse impact testing
- review of management objectives and performance
- review of progress reports with managers, unions and employee representatives
- overall plan assessment.

The monitoring activity is an essential component of the planning cycle. It is here that the employer determines whether goals are being attained, problems are being resolved, whether new programs are succeeding, and whether strategies have been effective. If the answer is negative to any of these, it is at this point that changes are introduced and new goals established. The planning process is evolutionary because the achievement of Employment Equity involves organizational change and builds on experience.

PART IV: CONCLUSION

These Guidelines are intended to be an aid to employers and flexible enough to provide a variety of options for implementing Employment Equity. They will be supplemented with materials which discuss in-depth specific issues and practices, as the federal programs develop.

The Guidelines provide an introduction to basic concepts and practical measures for the employer to identify employment barriers and to develop strategies to overcome those barriers and achieve proportionate representation for members of designated groups.

Employment Equity involves long-term organizational change and as such requires careful planning, organization, commitment and review. The specific initiatives of organizations will vary but the goal of Employment Equity remains constant.

For further information, contact:

Employment Equity Branch
Employment & Immigration Canada
140 Promenade du Portage, Phase IV
Ottawa, Ontario
K1A 0J9

GLOSSARY

1. **Aboriginal Peoples**

   Aboriginal peoples of Canada consist of individuals who identify themselves as Status Indians, Non-Status Indians, Inuit, or Metis.

2. **Adverse Impact**

   The effect of an employment practice or process which disproportionately excludes any identifiable group, which can be described by comparing internal work force statistics with external work force availability data. Discrepancies revealed by a comparison are an indication of possible discrimination, pointing to a need for further investigation.

3. **Availability Analysis**

   Analysis of data on the numbers and skills of designated group members in the organization's work force and in the relevant labour market to determine the number of designated group members who could potentially fill a particular job.

4. **Availability Data**

   Data on the number or percentage of designated group members possessing the requisite skills within the relevant labour market for particular occupations or groups of occupations.

5. **Bona Fide Occupational Requirements**

   An employment requirement that is reasonably necessary for safe, efficient and reliable performance of the essential components of the job.

6. **Business Necessity**

   Business practices that are essential to the safe and efficient operation of the organization.

7. **Census Metropolitan Area** (CMA)

   Refers to the main labour area of an urbanized core (or continuously built-up area) having a population of 100,000 or more. CMAs are usually known by the name of the urban area forming their urban core, such as Vancouver, Edmonton, Regina, Montreal, Halifax, etc. CMAs are often larger than precise city limits, when a significant number of individuals commute on a regular basis between the core and nearby municipalities.

GLOSSARY (cont'd)

8. **"Cheap Screening"**

Use of arbitrary and potentially discriminatory selection requirements to reduce the number of job applicants. When an employer needs an efficient way to screen an unmanageable number of applications for a position, it is important that the screening criteria be job-related. An example of "cheap screening" which may have an unfair impact on some designated groups is the "Grade 12 diploma" requirement. If a certain level of literacy is required by the job, other screening methods, such as skill tests or requests for evidence of equivalent experience might be more appropriate.

9. **Concentration**

A disproportionately high ratio of any one group of workers to other employees in a specific type of job, unit, level, or occupational group.

10. **Consultation**

In the context of Employment Equity, consultation means that a full and sufficient opportunity and sufficient information are provided by the employer to employee representatives or, in a unionized setting, to bargaining agents, so that they may have a reasonable opportunity to ask questions and submit advice.

11. **Credentialism**

Use of job requirements such as diplomas, university degrees, training certificates, and other formal criteria not justified by the needs of the job. (see "cheap screening," above).

12. **Designated Groups or Target Groups**

Groups selected as the focus of Employment Equity because their labour market experience reveals long-standing patterns of:

- high unemployment;
- lower than average pay rates;
- concentration in low status jobs.

The following groups of Canadians or permanent residents in Canada have been designated under the Employment Equity Act as having employment disadvantages: women, aboriginal peoples, persons with disabilities, and persons who are, because of their race or colour, in a visible minority.

GLOSSARY (cont'd)

13. **Disability**

The accepted definition from Convention 159 of the International Labour Organization states that persons with disabilities means "every individual whose prospects of securing, training and advancing in suitable employment are substantially reduced as a result of a duly recognized physical or mental impairment".

Physical disabilities can be visible or non-visible and can include any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impairment, muteness or speech impairment, or physical reliance on a guide dog, wheelchair or other appliances or devices.

Learning, mental or psychiatric disabilities can include learning or comprehension incapacities which are significant and persistent but permit the individual so disabled to carry out duties and perform tasks in a reliable manner under a reasonable amount of supervision.

14. **Employment Barriers**

Employment practices, policies, or systems that have an adverse impact on designated group members and which are not related to job needs or to the safety and efficiency of business operations. Employment barriers may consist of:

- prejudice or ill-will reflected in deliberately discriminatory actions against individuals who are members of designated groups;
- unequal treatment, such as asking women applicants different questions than male applicants for the same job;
- systemic barriers, which have the effect of discouraging or blocking members of designated groups from employment opportunities, such as arbitrary height and weight requirements;
- maintenance of a working environment that is hostile or abusive towards members of designated groups;
- inadequate facilities that present physical barriers to persons with disabilities.

15. **Employment Equity**

A comprehensive planning process adopted by an employer to:

- identify and eliminate discrimination in the organization's employment procedures and policies;
- remedy the effects of past discrimination;
- ensure appropriate representation of designated groups throughout an employer's work force.

GLOSSARY (cont'd)

16. **Employment Equity Plan**

A plan containing the employer's goals, timetables and strategies for improving the representation of each of the designated groups in various occupations according to availability and qualifications. Plans also assign clear responsibility and accountability for each activity, and describe the monitoring and evaluation procedures to be used.

17. **Employment Systems**

Employment systems are the procedures used to recruit, hire, manage and develop human resources in all organizations. They may be formal or informal and may or may not be consistently applied. The key elements of employment systems consist of policies and practices to do with job recruitment, selection, training and development, upward and lateral mobility, wages and benefits, working conditions, terminations and layoffs.

18. **Flow Data**

Flow data describes, in numerical terms, the movement of employees into and through an organization. Flow data usually includes the numbers of applications, interviews, hiring decisions, training and promotion opportunities and terminations that occur in a specified length of time.

19. **Geographic Recruitment Area**

An area from which an employer may reasonably be expected to draw candidates for a given occupation. For example, at certain levels of salary and expertise, employers would be expected to seek employees nationally. For other occupations and particularly where licenses apply, provincial boundaries may define the recruitment area. For many jobs, the applicants are normally drawn from the local community, for example, office workers, semi-skilled workers and manual labourers. The appropriate geographic recruitment area for an occupation may vary from time to time as economic and labour market conditions change.

GLOSSARY (cont'd)

20. **Goals and Timetables**

"Goals and timetables" establish a framework within which performance may be measured and plans adjusted if necessary to achieve Employment Equity. In the context of Employment Equity, the phrase "goals and timetables" may refer to both operational and numerical goals which the employer plans to achieve within a specified period of time. Operational goals may include decisions to establish or change a specific employment practice over a certain time frame. Numerical goals usually refer to the number or percentage of qualified individuals in a designated group who should be selected, trained, and promoted in a given period if no discrimination is practiced and if special employment equity measures are adopted. Numerical goals are not "quotas" but represent the expectations of the organization given its best effort.

21. **Intent Discrimination**

Deliberately unfair practices stemming from prejudice or ill-will.

22. **Job-relatedness**

Refers to the appropriateness of stated qualifications used as criteria for hiring or promotion. If a qualification or criteria for employment or promotion is "job-related", it is directly linked to satisfactory performance of the essential components of the job.

23. **Labour Force**

The labour force is composed of that portion of the population 15 years of age and over who are employed or are unemployed and actively looking for work or on layoff and available for work, during the reference week of the Labour Force survey conducted by Statistics Canada on a specified week each month.

24. **Neutral Employment Systems**

Systems which do not have an adverse impact on any group.

GLOSSARY (cont'd)

25. Occupational Segregation

Refers to the tendency to stereotype jobs according to sex so that some occupations become known as "women's jobs." Occupational segregation is reflected in the fact that women are presently concentrated within a narrow range of occupations - approximately 60% of female workers are clustered in 20 of 500 occupations, primarily in clerical, sales and service occupations. In contrast, male workers are more evenly distributed throughout the occupational structure.

26. Participation Rate

The participation rate for a particular group (age, sex, marital status) is that group's labour force expressed as a percentage of its population.

27. Positive Policies and Practices

The phrase "positive policies and practices" is intended to capture the idea that a special effort is needed to achieve Employment Equity, in the meaning of a "special program, plan or arrangement" (S.15.1, Canadian Human Rights Act) and a "law, program, or activity" (S.15.2, Charter of Rights and Freedoms).

28. Proportionate Representation

Refers to the achievement of representation in a company's work force equivalent to the distribution of qualified members of designated groups within occupational groupings in the labour force as a whole.

GLOSSARY (cont'd)

29. **Reasonable Accommodation**

Refers to employment practices, systems, and support mechanisms designed to accommodate differences so that no individual experiences reduced access to employment opportunities or benefits because of their sex, race or colour, or disability. A reasonable accommodation for one individual or group can benefit all employees. For example:

- ° location of a day-care centre within the company site or provision for day-care expenses;
- ° adjustments to the work site, job duties, and schedules to accommodate the reasonable health, cultural, and family-related needs of employees;
- ° provision of technical equipment (i.e., braille typewriters, visual or hearing communication aids) and social support systems (i.e., trained staff to assist disabled persons at the work site).

30. **Recruitment Area**

The geographic area from which the organization recruits its staff. This may vary with the occupation or level.

31. **Remedial Measures** (see "Special Measures")

32. **Representative Work Force**

An employer's work force is "representative" if it contains roughly the same proportions of qualified members of designated groups in each occupation as are known to be available in the labour force as a whole or in the relevant geographic recruitment area for each occupation.

33. **Requisite Skills/Qualifications**

The certification, education, training and/or work experience necessary to function in a job.

34. **Self-Identification**

- Self-identification is the process whereby individuals state that they are members of a group;
- Recommended as the approach that employers should take to establish the numbers of designated group members in their organization;
- employers who launch a "self-identification" exercise are responsible for ensuring that their employees understand the purpose for such identification, agree to be identified, or identify themselves as belonging to a designated group or groups.

GLOSSARY (cont'd)

35. **Sexual Harassment**

Any sexually-related act, practice, comment or suggestion that injures, humiliates, insults or intimidates, invades personal privacy, undermines job performance and/or threatens economic livelihood.

36. **Special Measures**

Special measures, such as targetted recruitment or special training initiatives are aimed primarily at correcting employment imbalances stemming from past discrimination, over a specified period of time. They are intended to hasten the achievement of fair representation in an employer's work force of qualified women, aboriginal peoples, visible minorities, and persons with disabilities.

37. **Stock Data**

Provides a "snapshot" of the distribution of employees by salary levels and occupations at a given point in time.

38. **Support Measures** (see Special Measures)

39. **Systemic Discrimination**

Act of excluding members of certain groups through the application of employment policies or practices based on criteria that are not job-related nor required for the safe and efficient operation of the business.

Examples: arbitrary screening criteria; requests for unnecessary educational standards, training or work experience that are unrelated to actual job performance; the encouragement of negative attitudinal barriers; the creation of physical barriers.

40. **Target Groups** (see Designated Groups)

41. **Under-representation**

When the ratio of designated group workers to other employees in a unit, level, or occupational group is disproportionately low according to their qualifications and availability in the labour force.

GLOSSARY (cont'd)

42. **Utilization Analysis** (see also Availability Analysis)

Examination of the representation and distribution of designated groups within the organization in comparison to their availability in the external work force.

43. **Validity**

Refers to the degree to which a test or employment standard measures what it is supposed to measure. In matters of employment, such tests or standards should measure the employee's ability to function effectively in a job.

44. **Visible Minority**

Persons who are non-Caucasian in race or non-white in colour (Employment Equity Act, 1986)

45. **Work Force**

In the Employment Equity Act, "work force" refers to persons both inside an employer's work force who are available for promotion and persons in the external labour market who are available for work, including those who have become discouraged because of systemic barriers to employment opportunities and benefits.

46. **Work Force Analysis**

Analysis of the total work force identifying the current distribution of women, aboriginal peoples, visible minorities and persons with disabilities.

47. **Work Force Profile/Array**

The profile of an employer's work force resulting from the listing of job titles from the lowest paid to the highest paid within organizational units. A useful profile will contribute to Employment Equity planning by identifying the distribution of designated groups in organizational units, occupations, and salary ranges.